

**Mississippi
Department of Public Safety**

**Criminal
Information Center**



*MCHS Tenprint Scanning Station Certification
Test Procedures*

Version 5.10 R05

updated

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Change Log

Date	Version	Change
June 23, 2003	5.00	(New document)
January 31, 2014	5.02 R25	Updated.
November 4, 2015	5.02 R28	Updated.
October 13, 2016	5.02 R29	Updated and expanded. Some tests moved. No change to tests other than some test data values.
November 5, 2016	5.02 R30	Updated for clarification. For responses: added another type and added that fixed-width font is needed.
January 18, 2017	5.02 R31	Added MCHS Tenprint and Palm Print Certification Test Messages document. Added detail to test steps in Test 4.5.
February 28, 2017	5.02 R32	Added Verify Configuration steps and moved Response Test to Test 4.1. Added to ATN Block test: verify rollover to next block. Added Test 4.9 to assess scanner device and accuracy of capture, Added to Print card test: print on preprinted card stock; print stored or entered transactions, Added who performs test steps. Added other changes in test step structure and test transaction values (but what is tested is the same). Changed to 9 character MSCERTxxx ORIs.
March 31, 2017	5.02 R33	Modified test data.
May 9, 2017	5.02 R34	Corrected sequence of configuration verification steps. Added Vendor Set Up step. Added clarifications.
June 19, 2017	5.02 R35	Revised instructions in tests where only required fields need to be entered. Revised instructions that require the same TCN in order to identify a particular transaction within a test so they are still unique.
June 30, 2017	5.02 R36	Revised some steps within Test Procedures and revised some test data - but no overall change to tests. Updated Section 4.1 to specify configuration for max number of days for POP3 mail file. Updated Test 4.1 to address requirements to delete messages from scanning station POP3 mail file. Added Test 4.9.2 for cardscans.
March 30, 2018	5.02 R37	Included submission of Sample Transactions in General Tenprint Certification Process Requirements.

Date	Version	Change
October 25, 2019	5.02 R38	Numerous clarifications. Renumbered tests.
December 31, 2019	5.02 R39	Enhanced ATN test. Modified Edit Table Download test. Numerous clarifications.
January 15, 2020	5.10 R00	Updates to correspond to ICD 5.10.
November 14, 2020	5.10 R01	Updates to include type-10 facial images for Arrest transactions
November 4, 2021	5.10 R02	Updates to include preliminary tests for 4-4-2 Slap Impressions (Applicant Transactions)
March 23, 2022	5.10 R03	Updated to use new DPS and CIC seals
Aug 23, 2022	5.10 R04	Major revision. Restructured and streamlined Certification Test and Certification Reference into a single document for both Tenprint and Palm.

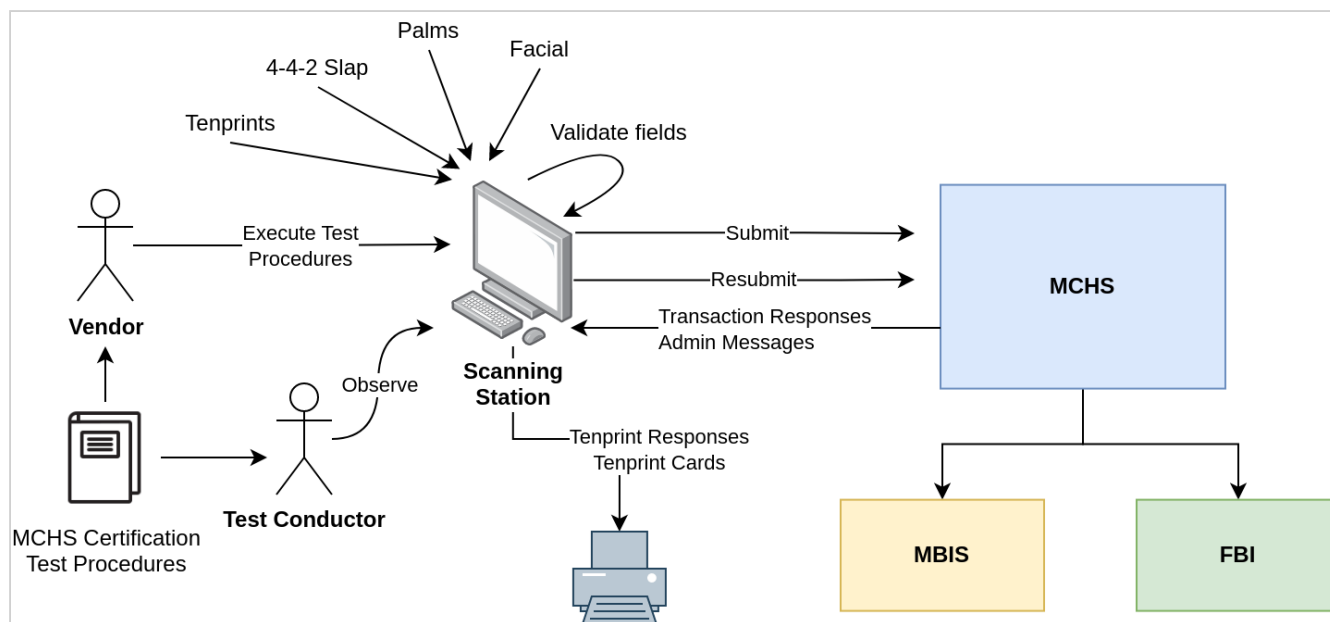
1.0 INTRODUCTION AND REFERENCES

All scanning stations connected to the Mississippi Criminal History System (MCHS) for the purpose of submitting tenprint transactions to MCHS and the FBI's NGI must be tested and certified by the Mississippi Department of Public Safety Criminal Information Center (hereafter referred to as the CIC) using the criteria contained in this document.

The objectives of the certification process are to verify that scanning stations meet the requirements of the MCHS Tenprint ICD, specifically:

- Tenprint transactions with or without palm prints and facial images can be entered on a scanning station and properly transmitted to MCHS
- 4-4-2 slap impressions can be entered on the scanning station and properly transmitted to MCHS
- The scanning station properly validates the content of each field
- Administrative messages and transaction responses are properly received and processed by a scanning station
- Transaction responses can be printed at the scanning station
- Tenprint cards can be printed on livescan printers
- Transactions can be stored at the scanning station and resubmitted

These objectives are illustrated in the diagram below.



The following references describe the requirements for the tenprint scanning stations:

- MCHS Tenprint Interface Control Document, version and release in effect at time of certification.
- MCHS Security Policy, version in effect at time of certification

The following reference contains information needed by the vendor and the certification test conductor:

- Tenprint Transaction Reject Notice and Warning Notice Error Messages, version and release in effect at time of certification.

Prior to certification, the vendor will submit sample transactions as described in:

- Instructions for Sample Transactions to Submit to CIC for Pre-Certification Review

Terminology

- MBIS - Multi-modal Biometric Identification System

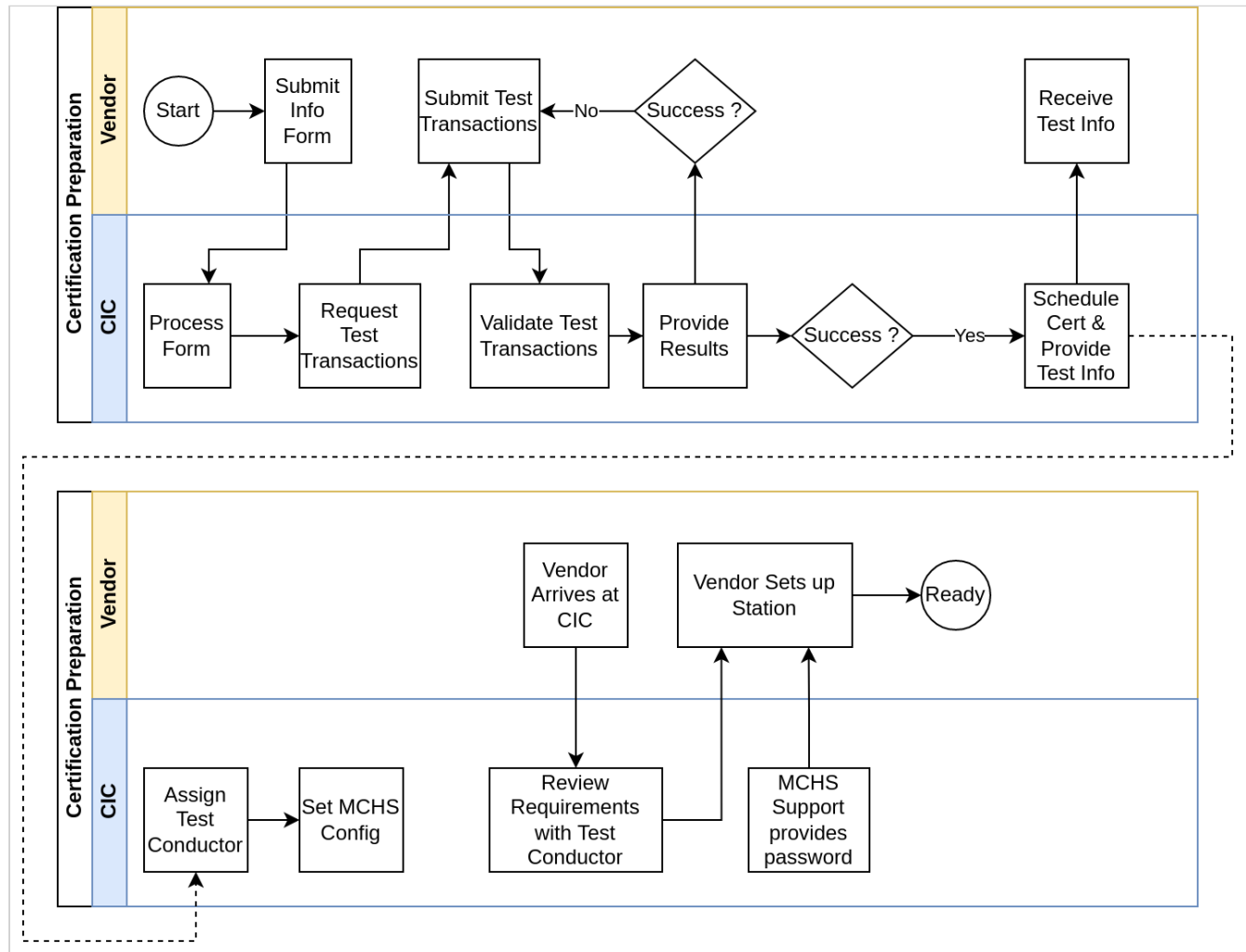
- MCHS - Mississippi Criminal History System
- 4-4-2 - A type of applicant submission consisting of only three plain impressions:
 - Right four fingers
 - Left four fingers
 - Two thumbs
- AMP codes - mechanism of specifying missing or bandaged fingers in a NIST file submission:
 - XX - code that indicates a partial print due to amputation
 - UP - code indicating "unable to print" where finger is completely bandaged or amputated

2.0 CERTIFICATION PROCESS

1. The software used in the certification tests must meet the interface requirements documented in the MCHS Tenprint Interface Control Document (ICD).
2. Vendors must contact the CIC at (601) 933-2601 to arrange for certification.
 - If the vendor is proposing multiple configurations, each configuration must be certified separately.
 - If the vendor is proposing both livescans and cardscans, each type of scanning station must be certified separately (but can be done during one certification session at the CIC).
3. Before scheduling a certification, the vendor must:
 - Complete a CIC form that specifies what the vendor is certifying for.
 - Submit sample transactions to the CIC. The CIC will provide instructions along with sample administrative messages (refer to Tenprint ICD section 4.3) for use when creating the sample transactions.
 - The certification date will not be scheduled until after the vendor's sample transactions have been submitted and no problems are detected.
4. For the certification session:
 - The vendor must install and operate a test configuration including equipment and software in the CIC test environment.
 - The test configuration must include scanning stations, all biometric scanners, printer, camera and operating documentation, user manuals, or other materials that would normally accompany any subsequently purchased system.
 - The test configuration must be either an exact replica of a system to be installed at a customer site or a typical/representative configuration.
 - Shortly before the scheduled certification date, the CIC will provide vendor with configuration information for the certification test environment (e.g., station id(s) and agency ORIs).
 - The CIC test environment is located at 3891 Highway 468 West, Pearl, MS. All expenses for shipping, handling, installing, and testing the certification system will be borne by the vendor.
 - Following certification, the vendor is responsible for de-installing and removing the certification system.
5. CIC personnel will conduct the certification tests with the vendor's participation.
6. The Test Steps will be performed using the scanning station software and operator interface that is part of the vendor product.
7. A test may be repeated at the discretion of the CIC to verify correct operation.
8. CIC may, at its discretion, perform additional tests for, or request demonstrations of, compliance with the requirements in the MCHS Tenprint ICD.
9. Any problems detected during certification will need to be corrected in order to obtain certification.
10. Subsequent to certification testing at the CIC, the CIC will notify vendors of certification.
11. Vendor must assure the following:
 - Scanning station ids, IP addresses, operator ids, print agency, and agency ORIs assigned are for certification tests only and must be changed to meet individual agency production environment requirements.
 - The edit tables are for certification tests only and are not complete. Do NOT install on production equipment - the scanning stations must receive the production Edit Table Download Message from MCHS at the time of installation.
 - ATN blocks are for certification tests only. Do NOT install in production scanning stations - the scanning stations must receive the ATN Block Message with their assigned ATN blocks from MCHS at the time of installation.
12. When each new station is installed at a local agency or the CIC, refer to the Installation Checklist in the MCHS Tenprint ICD and complete each step before submitting transactions.
 - The vendor must send a notice to the CIC not less than 10 days prior to an installation at a customer site.
 - If requested by the CIC, also provide a schematic of the system to be installed with an explanation detailing any changes from the configuration used by the vendor in the certification process.

- The CIC will review the installed configuration. If there are any changes from the certified configuration, the customer site may not operate in a live mode until the CIC approves the configuration.
Refer to the complete installation checklist in section 5.2 of the MCHS Tenprint ICD.
- 13. After installation of each scanning station, the CIC will monitor the transactions and will contact the vendor if problems are detected.
- 14. Vendor will be required to re-certify each Scanning Station Configuration two years after certification approval. Automatic re-certification may be granted by the CIC if the scanning station maintains compliance with the MCHS Tenprint ICD.

3.0 TEST PREPARATIONS



3.1 CIC EXCHANGES INFORMATION WITH VENDOR

- CIC will obtain information using the Old Tenprint Vendor Response List Tenprint Vendor Response List form when livescan or cardscan certification is requested. Information includes but is not limited to:
 - Type(s) of scanning station to be certified
 - Make and model of each tenprint scanner to be certified
 - Type(s) of agencies and type(s) of submissions as described in Section 4.1 of the Tenprint ICD
 - Software version
 - Printer make and model as well as software driver version
- CIC will request sample transactions from a new vendor and for first palm print scanner-only certification.
- Certification testing will not be scheduled until the sample transactions are submitted to the CIC and no defects are detected.
- CIC provides certification test information to vendor when certification is scheduled.
- CIC will give certification information to vendor prior to their arrival at the CIC.

3.2 CIC PREPARATIONS PRIOR TO VENDOR'S ARRIVAL

- CIC will assign test conductor (TC) and prepare for certification prior to vendor's arrival at CIC.
- CIC verifies that the configurations are properly set to begin the certification tests (station and agency).
- CIC verifies the ATN Blocks are configured properly for download to the stations.
- CIC will confirm staged data for tests and ensure cards are ready for cardscan tests, including AMP:
 - Identify individuals from the AFIS group who will play the role of subject for the certification.
 - Store the person's fingerprints in AFIS Test System multiple times with multiple AFIS keys.
 - This is done to ensure that the test transaction gets multiple matches to force a QC review by an AFIS examiner.
 - Add to AFIS only. Do not add to the MCHS criminal history.
 - For cardscan certifications, complete applicant and arrest fingerprint cards and palm print cards for use during the certification.
 - If the subject is the same as a previous certification the AFIS enrollments and cards may not need to be redone.
 - The table below provides a summary
- CIC confirms with MCHS Support that the MCHS Test system is configured and prepared for certification tests
- TC verifies access to the web application in the MCHS Test system (<https://mchstest.dps.ms.gov>)
- TC verifies access to the MBIS Test system operator user interface in order to view prints in TI Verify

Staged Data and Cards for the Tests (Confirm exists, if not recapture)				
Test	Test Procedure	Capture	Annotation	Prepare Applicant and Arrest Card
Civil Applicant Law Enforcement MDOC	All	All	None	Yes
Amputated and Bandage	Designate finger image with partial distal amputation	10 fingers	XX	Yes
Amputated and Bandage	Designate finger image unavailable due to total distal amputation or total lack of friction ridge detail	9 fingers	UP	Yes
Amputated and Bandage	Try Improper Values in 2.084 Amp/Band Code	9 fingers	XX	Yes
Amputated and Bandage	Improper Combination: Finger image and Amp/Band Code 'UP'	10 fingers	UP	Yes
Amputated and Bandage	Improper Combination: No finger image and no Amp/Band Code	9 fingers	None	Yes
Amputated and Bandage	Designate palm image with partial amputation	Fingers and palms	XX for right upper palm	Yes
Amputated and Bandage	Designate palm image unavailable due to full amputation or total lack of friction ridge detail	All except right upper and writer's palm	UP for right upper and writer's palm	Yes
Amputated and Bandage	Improper Values in 15.018 Amp/Band Code Palm	All except left upper and writer's palm	XX for left upper and writer's palm	Yes
Amputated and Bandage	Invalid Combination: Palm image and Amp/Band Code 'UP' Palm	All fingers and palms	UP for left upper and lower palm	Yes
Amputated and Bandage	Invalid Combination: No palm image and no Amp/Band Code	All except right upper and right lower palms.	None	Yes
Amputated and Bandage	Missing Hand UP 4-4-2	All except right four slap.	UP for right four slap.	Yes
Amputated and Bandage	Missing Finger UP 4-4-2	All except right index	UP for right plain index	Yes

Staged Data and Cards for the Tests (Confirm exists, if not recapture)				
Test	Test Procedure	Capture	Annotation	Prepare Applicant and Arrest Card
Amputated and Bandage	Unprintable Hand XX 4-4-2	All except right four slap.	XX for right four slap.	Yes
Amputated and Bandage	Unprintable Finger XX 4-4-2	All except right index	XX for right plain index	Yes

3.3 VENDOR SETS UP AT CIC ON DAY OF CERTIFICATION

3.3.1 Vendor and CIC Review Requirements

TC and vendor: Before vendor begins setting up for Tenprint Certification tests, review the following:

1. Entry and Exit Criteria must be met for each test.
2. Do tests in sequence and when directed by the CIC test conductor.
3. CIC will review all submitted transactions.
4. If multiple scanners are being certified, some tests will be repeated for each scanner.
5. In the test steps, CIC Test Conductor is abbreviated "TC"

3.4 VENDOR SETS UP SCANNING STATION

Vendor: When configuring the scanning station for certification testing, use the following values:

1. Station Id for tenprint certification testing - specified by CIC test conductor as follows:
 - a. `ls999999` for Livescan
 - b. `lc999999` for Cardscan
2. Print Agency ORI (1.07) - `MS0999999`
3. Station IP address - specified by CIC test conductor
4. POP3S mail login - as specified in ICD appendices D and E; uses station id specified above in item 1.
 - a. Note - the password is provided in the POP3S test.
5. SMTPS To email address for sending transactions to MCHS - as specified in ICD Appendix C
 - a. Replace `"mscjis"` with `"mscjistest"`
6. SMTPS From email address for sending transactions to MCHS - as specified in ICD Appendix C; uses station id specified above in item 1
 - a. Replace `"mscjis"` with `"mscjistest"`
7. Version Number (1.02) - as specified in ICD Appendix A.1
8. Printer - same printer that is in proposed configuration that vendor provided to the CIC
9. Camera - same printer that is in proposed configuration that vendor provided to the CIC

4.0 CERTIFICATION TEST

Overview

Multiple livescans and cardscans may be certified during the same session. Certification sequence is as follows for each applicable scanner and transaction type specified in the Vendor Response List:

1. Livescan with Palms
2. Livescan without Palms
3. Cardscan with Palms
4. Cardscan without Palms

Certification tests apply to both scanner software and scanning devices. When the same scanning software is utilized for multiple scanning devices certified in the same session, certain tests are not repeated. The table below provides an overview of the required tests:

Test	When Executed During Session	First Scanner	Subsequent Scanners
POP3S Mail Connectivity Test	First tenprint scanner (livescan or cardscan)	All	N/A
Transaction Responses Test	First tenprint scanner (livescan or cardscan)	All	N/A
Edit Table Download Message Test	First tenprint scanner (livescan or cardscan)	All	N/A
Law Enforcement Test	When Vendor Response List indicates Law Enforcement	All	Test Procedure: Arrest Data Entry and Validation (only if subsequent scanner is first cardscan) Test Procedure: Arrest Transaction (Subsequent Livescan/Cardscan Only)
Civil Applicant Test	When Vendor Response List indicates Civil Applicants	All	Test Procedure: Billable Applicant Data Entry and Validation (only if subsequent scanner is first cardscan) Test Procedure: Billable Applicant Tenprint Test Procedure: Billable Applicant 4-4-2
Department of Corrections Test	When Vendor Response List indicates Department of Corrections	All	Test Procedure: DOC Intake
Amputated and Bandaged Test	First livescan and first cardscan	All	All
CIC Station Test	When Vendor Response List indicates CIC Station First tenprint scanner (livescan or cardscan)		N/A

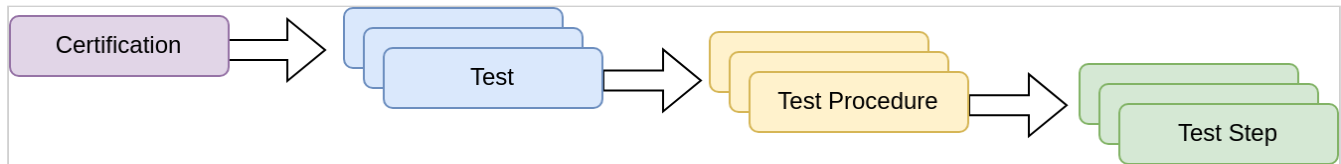
Test Object Hierarchy

Certification testing consists of the following objects:

- Certification

- An event in time for a specific vendor with details of what is being certified as specified in the Vendor Response List. Consists of a set of Tests
- Test
 - Consists of a set of Test Procedures, grouped by agency type (e.g. Law Enforcement) or common functionality (e.g. POP3S Mail Connectivity)
- Test Procedure
 - Used to verify a specific set of requirements using a scenario. Consists of a set of Test Steps.
- Test Step
 - A single step with an action to be performed that can be verified as a pass or fail. The lowest level object.

The diagram below shows this hierarchy.



Test Procedure Notes

Applicability note: When executing the tests, it is very important to look at the Applicability section in each test procedure to ensure that it is appropriate to execute that test. If a particular test procedure does not apply, then it should be skipped and not executed.

Each test procedure has a table containing a set of rows for the steps to be performed. The table has the following columns:

Step	Who	When	Procedure	Expected Result	Status	Action if Fail
Step number	TC or vendor	Under what conditions this step is executed. Look here to determine if this step should be skipped because it is not applicable.	Description of what should be done.	Used to determine status of this step.	Pass, Fail, N/A Filled out by TC	Valid values: <ul style="list-style-type: none"> • Continue • Retry step • Stop test procedure • Stop test • Stop Certification If Retry Step fails, then default is to stop test unless otherwise specified.

Instructions to follow for each test procedure:

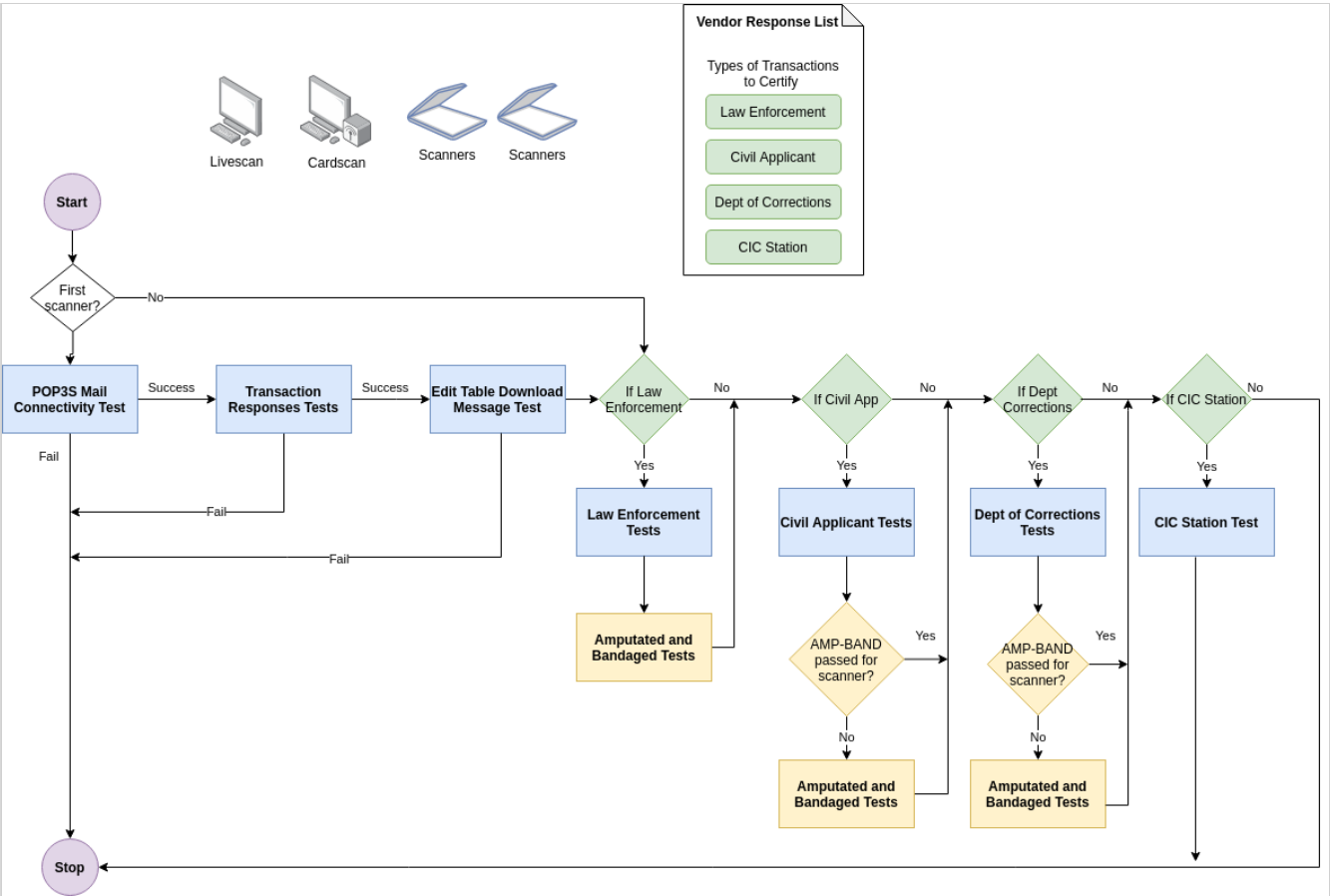
- Execute the steps in the order specified by **Step**
- Test **Procedure** should be executed by the person with the role indicated in the **Who** column
- Each test step should only be executed when the condition specified in the **When** column is met. If the condition is not met, skip that step.
- If the **Expected Result** is met, record the result in the **Status** column and proceed to the next step
- If the **Expected Result** is not met, record the result and follow direction in **Action if Fail** column

The **When** column contains conditions, all of which must be true (unless indicated otherwise in order to execute that step).

Sequence Diagram

The order of executing tests in a certification is important and depends upon what is being certified as defined by the Vendor Response List.

Below is a sequence diagram for navigating through the tests in the certification.



4.1 POP3S MAIL CONNECTIVITY TEST

4.1.1 Entry Criteria

- All scanners and printers that are attached to the scanning stations are certified by the FBI
- Certification scheduler has provided the vendor's Tenprint Vendor Response List form to the Test Conductor (TC)
- Vendor's sample transactions were reviewed and no problems were detected
- Certification scheduled by the certification scheduler
- Scanning station set up for certification tests

4.1.2 Objectives

Verify scanning station:

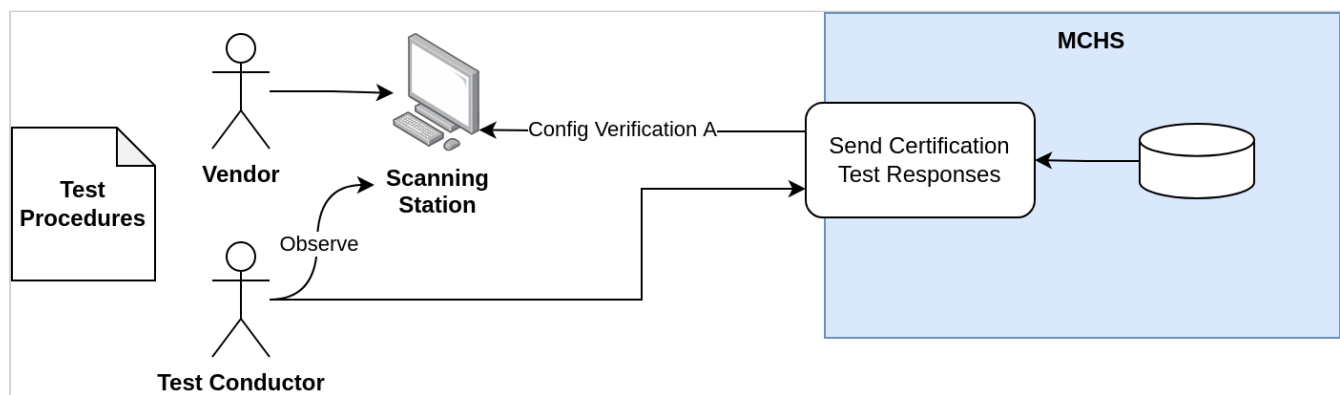
- Connects to its POP3S mailbox
- Retrieves a response message from its mailbox and prints it
- Provides the capability to configure the number of days a message may remain in the mailbox

4.1.3 Test Execution Overview

This is a basic test to configure and verify POP3S email connectivity.

Overall Flow

This test involves the Test Conductor (TC) using the MCHS web application to send a set of different response messages to the scanning station's mailbox and verifying that the scanning station can successfully retrieve and print the response message. The diagram below shows the overall flow.



Use of Test Procedures

The "Status" column in the test procedures is used to record status of the individual step. Valid values are:

- Pass - Successful executed with expected results met
- Fail - Expected results not met
- N/A - Not applicable

Applicability of Tests

This test applies to the scanning station software thus it is required to be executed only once during the certification session. This test is a prerequisite to all other tests.

4.1.4 Exit Criteria

Must successfully complete all applicable steps to pass this test. If all test procedures steps have been successfully completed proceed to [Transaction Responses Test](#).

4.1.5 Test Procedure: POP3S Connectivity

Test Procedure: POP3S Connectivity						
Step	Who	When	Procedure	Expected Result	Status	Action if Fail
1	MCHS Support	Always	Generate POP3S password and provide it to the vendor	Password is generated		
2	Vendor	Always	Set the POP3S password	Password is set		Stop Certification
3	Vendor	Always	Check POP3S mail file for test station being used for the certification and discard any existing mail	POP3S Mail Empty		
4	Vendor	Always	Demonstrate setting the number of days messages may remain in the mailbox to a value of 7 or less	Must be configurable. Must allow for 7 or less days.		Stop Certification

Test Procedure: POP3S Connectivity						
Step	Who	When	Procedure	Expected Result	Status	Action if Fail
5	TC	Always	Use 'Send Certification Test Responses to Test Stations' to send response 'Configuration Verification A' to the test scanning station	<p>Scanning station automatically retrieves message and prints response on scanning station printer</p> <p>Printed result is as follows:</p> <p>From: "MCHS"</p> <p><mchs@mscjis.mchs.state.ms.us></p> <p>To: "Local Test Livescan 1"</p> <p><station_id@mscjis.dps.ms.gov></p> <p>Subject: Configuration Verification A</p> <p>Content-Type: text/plain</p> <p>Content-Transfer-Encoding: 7bit</p> <p>Mississippi Criminal History System</p> <p>TEST RESPONSE 0 ***</p> <p>Receipt of this message verifies scanning station POP3S connectivity.</p> <p>The printed message verifies printer connectivity on the scanning station.</p>		Retry step

4.2 TRANSACTION RESPONSES TEST

4.2.1 Entry Criteria

- Successfully completed POP3S Mail Connectivity Test

4.2.2 Objectives

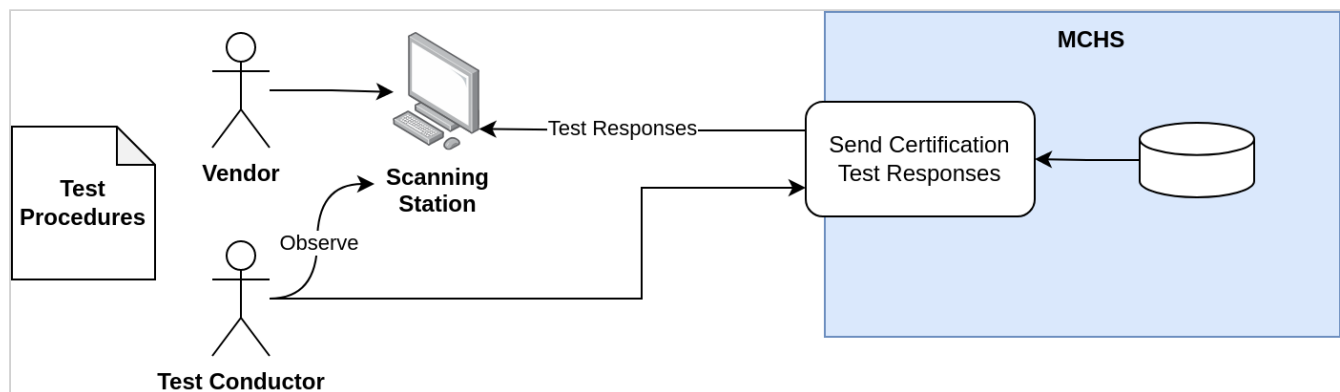
Verify receipt and printing of the various responses generated by MCHS and FBI/NGI.

- All valid transaction responses are received and printed in their entirety
- An unrecognized message is also processed and sent to the printer

4.2.3 Test Execution Overview

Overall Flow

The Test Conductor (TC) utilizes the MCHS web application "Send Certification Test Response to Test Stations" to send various responses to the station. The TC will only send the response messages applicable to the type of agency and/or scanner the vendor is certifying. The diagram below shows the overall flow.



Use of Test Procedures

The "Status" column in the test procedures is used to record status of the individual step. Valid values are:

- Pass - Successful executed with expected results met
- Fail - Expected results not met
- N/A - Not applicable

The following color-coded abbreviations are used in the When column of each test procedure:

Abbreviation	Meaning
CIVIL	Vendor is certifying for Civil Applicant
LAW	Vendor is certifying for Law Enforcement
MDOC	Vendor is certifying for Mississippi Department of Corrections
PALM	Vendor's scanner supports palm prints
LIVESCAN	Vendor is certifying a Livescan

Abbreviation	Meaning
CARDSCAN	Vendor is certifying a Cardscan

Applicability of Tests

This test applies to the scanning station software thus it is required to be executed only once during the certification session.

4.2.4 Exit Criteria

Must successfully complete all applicable steps to pass this test and proceed to the [Edit Table Download Test](#). If a step fails perform "Action if Fail".

4.2.5 Test Procedure Index

Below is an index of the test procedures for this test:

- [Test Procedure: Transaction Responses](#)

4.2.6 Content for the Transaction Response Messages

This section contains the expected content for the response messages received in the test procedures below. This section should be referenced when executing the test procedures below to verify the expected content.

A link is provided in each verification step to the corresponding response below to make it easy to find when running this test.

Expected Results Steps 2 (Test Response 1):

```
From: "MCHS" <mchs@mscjis.mchs.state.ms.us>
To: Certification User <ls999999@mscjis.state.ms.us>
Subject: ARR;9010000009;BOND, JAMES;19481129;L
Content-Type: text/plain
Content-Transfer-Encoding: 7bit
```

```
Mississippi Criminal History System
Mississippi Rap Sheet for arrest transaction
```

```
*** TEST RESPONSE 1 ***
```

```
Subject Name: BOND, JAMES
Transaction Control Number: ls990001-20030214-1234
Handling Information (MS-P ARR-L2a Prt-LocEmFx/AgyNoFx):
```

```
This is an original copy for the arrest agency.
```

```
Mississippi Criminal History Record
Information on file as of FEBRUARY 14, 2003
```


1. INTRODUCTION

This record contains information contained in the criminal history file of Mississippi Department of Public Safety on the date it was prepared; if information is needed later, a new inquiry should be made. This information is based on fingerprint identification.

If the request for this information did not include fingerprints, this record may not describe the subject of the inquiry.

There may be further information concerning this subject in local files.

Use of this information is subject to state and federal law and is limited to the purpose stated in the inquiry. Misuse is subject to criminal and civil penalty.

Offenses are marked as felonies, misdemeanors or violations in accordance with Mississippi law.

2. IDENTIFICATION DATA

NAME

BOND, JAMES ALBERT

BOND, JAMES

(more rap sheet data)

End of Mississippi Rap Sheet

Expected Results Steps 3 (Test Response 2):

From: "MCHS" <mchs@mscjis.mchs.state.ms.us>
To: "Certification User" <ls999999@mscjis.state.ms.us>
Subject: APP;MSCERT001;POTTER, HARRY;19800831;L
Content-Type: text/plain
Content-Transfer-Encoding: 7bit

Mississippi Criminal History System
Mississippi Rap Sheet for applicant transaction

*** TEST RESPONSE 2 ***

Subject Name: POTTER, HARRY
Transaction Control Number: ls990001-20030214-0002

Handling Information (MS-P APP-L2a Prt-LocEmFx/AgyNoFx):

This is an original copy for the applicant agency.

Mississippi Criminal History Record
Information on file as of FEBRUARY 14, 2003

1. INTRODUCTION

This record contains information contained in the criminal history file of Mississippi Department of Public Safety on the date it was prepared; if information is needed later, a new inquiry should be made. This information is based on fingerprint identification.

If the request for this information did not include fingerprints, this record may not describe the subject of the inquiry.

There may be further information concerning this subject in local files.

Use of this information is subject to state and federal law and is limited to the purpose stated in the inquiry. Misuse is subject to criminal and civil penalty.

Offenses are marked as felonies, misdemeanors or violations in accordance with Mississippi law.

2. IDENTIFICATION DATA

NAME

POTTER, HARRY

POTTER, HAROLD CODSWALLOP

(more rap sheet data)

End of Mississippi Rap Sheet

Expected Results Steps 4 (Test Response 3):

From: "MCHS" <mchs@mscjis.mchs.state.ms.us>
To: "Certification Users <ls999999@mscjis.state.ms.us>
Subject: DOC;DOC99999;BAGGINS, BILBO;19600401;L
Content-Type: text/plain
Content-Transfer-Encoding: 7bit

Mississippi Criminal History System
Mississippi Rap Sheet for DOC transaction

*** TEST RESPONSE 3 ***

Subject Name: BAGGINS, BILBO
Transaction Control Number: 1s990001-20030214-0001
Handling Information (MS-P DOC-L2a Prt-LocEmFx/AgyNoFx):

This is an original copy for the DOC agency.

Mississippi Criminal History Record
Information on file as of FEBRUARY 14, 2003

1. INTRODUCTION

This record contains information contained in the criminal history file of Mississippi Department of Public Safety on the date it was prepared; if information is needed later, a new inquiry should be made. This information is based on fingerprint identification.

If the request for this information did not include fingerprints, this record may not describe the subject of the inquiry.

There may be further information concerning this subject in local files.

Use of this information is subject to state and federal law and is limited to the purpose stated in the inquiry. Misuse is subject to criminal and civil penalty.

Offenses are marked as felonies, misdemeanors or violations in accordance with Mississippi law.

2. IDENTIFICATION DATA

NAME
BAGGINS, BILBO

(more rap sheet data)

Expected Results Steps 5 (Test Response 4a):

From: "MCHS" <mchs@mscjis.mchs.state.ms.us>
To: "Certification User" <ls9999991@mscjis.mchs.state.ms.us>
Subject: ARR; 8800000010; POTTER, ALBERT; 19800831; L
Content-Type: text/plain
Content-Transfer-Encoding: 7bit

Mississippi Criminal History System
PROSECUTOR Disposition Form

*** TEST RESPONSE 4a ***

Arrest Tracking Number: 8800000010
Name: POTTER, ALBERT, ,
Date of Birth (yyyymmdd): 19800831 Sex: Male Race: White

Arrest Agency: MS0990000 - SMALLVILLE SO
Arrest Date (yyyymmdd): 19970111 Arrest Case Number: N/A
Arrest Charges:

Statute	Description	Counts	Severity	Date
97-29-13	Set fire to restaurant. Then preceeded to walk down the street and rob a bank.	4	Felony	19970112
97-29-11	Set fire to house.	4	Unknown	19970212
97-29-12	Set fire to tree.	4	Misdemeanor	19970312
97-29-13	Set fire to school and destroyed a bus.	4	Violation	19970412

PROSECUTOR DISPOSITION - ATN 8800000010; POTTER, ALBERT

Prosecutor ORI: _____ Prosecutor Name _____

Case Number: _____ Disposition Date: _____

Statute: _____ Counts: _____ Severity: _____

Description: _____

Action: _____

PROSECUTOR DISPOSITION - ATN 8800000010; POTTER, ALBERT

Prosecutor ORI: _____ Prosecutor Name _____

Case Number: _____ Disposition Date: _____

Statute: _____ Counts: _____ Severity: _____

Description: _____

Action: _____

PROSECUTOR DISPOSITION - ATN 8800000010; POTTER, ALBERT

Prosecutor ORI: _____ Prosecutor Name _____

Case Number: _____ Disposition Date: _____

Statute: _____ Counts: _____ Severity: _____

Description: _____

Action: _____

PROSECUTOR DISPOSITION - ATN 8800000010; POTTER, ALBERT

Prosecutor ORI: _____ Prosecutor Name _____

Case Number: _____ Disposition Date: _____

Statute: _____ Counts: _____ Severity: _____

Description: _____

Action: _____

Expected Results Steps 5 (Test Response 4b):

From: "MCHS" <mchs@mscjis.mchs.state.ms.us>
To: "Certification User" <ls999999@mscjis.mchs.state.ms.us>
Subject: ARR; 8800000010; POTTER, ALBERT; 19800831; L
Content-Type: text/plain
Content-Transfer-Encoding: 7bit

Mississippi Criminal History System
COURT Disposition Form

*** TEST RESPONSE 4b ***

Arrest Tracking Number: 8800000010

Name: POTTER, ALBERT, ,

Date of Birth (yyyymmdd): 19800831 Sex: Male Race: White

Arrest Agency: MS0990000 - SMALLVILLE S0

Arrest Date (yyyymmdd): 19970111 Arrest Case Number: N/A

Arrest Charges:

Statute	Description	Counts	Severity	Date
97-29-13	Set fire to restaurant. Then preceeded to walk down the street and rob a bank.	4	Felony	19970112
97-29-11	Set fire to house.	4	Unknown	19970212
97-29-12	Set fire to tree.	4	Misdemeanor	19970312
97-29-13	Set fire to school and destroyed a bus.	4	Violation	19970412

COURT DISPOSITION - ATN 8800000010; POTTER, ALBERT

Court ORI: _____ Court Name: _____

Case Number: _____ Disposition Date: _____

Statute: _____ Counts: _____ Severity: _____

Description: _____

Verdict: _____

Incarceration: _____

Supervision: _____

Money: _____

COURT DISPOSITION - ATN 8800000010; POTTER, ALBERT

Court ORI: _____ Court Name: _____

Case Number: _____ Disposition Date: _____

Statute: _____ Counts: _____ Severity: _____

Description: _____

Verdict: _____

Incarceration: _____

Supervision: _____

Money: _____

COURT DISPOSITION - ATN 8800000010; POTTER, ALBERT

Court ORI: _____ Court Name: _____

Case Number: _____ Disposition Date: _____

Statute: _____ Counts: _____ Severity: _____

Description: _____

Verdict: _____

Incarceration: _____

Supervision: _____

Money: _____

COURT DISPOSITION - ATN 8800000010; POTTER, ALBERT

Court ORI: _____ Court Name: _____

Case Number: _____ Disposition Date: _____

Statute: _____ Counts: _____ Severity: _____

Description: _____

Verdict: _____

Incarceration: _____

Supervision: _____

Money: _____

Expected Results Steps 6 Test Response 5:

From: "MCHS Prescreening" <mchs@mscjis.mchs.state.ms.us>
To: "Certification User" <ls999999@mscjis.mchs.state.ms.us>
Subject: Reject: ARR;8897000231;POTTER,HARRY;19510101;L
Content-Type: text/plain
Content-Transfer-Encoding: 7bit

TRANSACTION REJECT NOTICE

*** TEST RESPONSE 5 ***

Type of Transaction:	Arrest
Subject Name:	POTTER,HARRY
Subject Date of Birth:	19800831
Transmitting Agency (from TCN):	MS0990000 - SMALLVILLE S0
Station/Operator Id (Email "From"):	ls990001 - Smallville Livescan
Station Id from TCN:	ls990001 - Smallville Livescan
Station Location and Type:	Local Agency Livescan
Station Vendor:	Stations-R-Us
Transaction Control Number:	ls990001-20120405-0002
Applicant Agency:	MS0990000 - SMALLVILLE S0
Print Agency:	MS0990000 - SMALLVILLE S0
Date Transaction Created:	20121204
Received at MCHS Prescreening:	20121204 14:12
Version Number:	0502
Equipment:	Scan Station Model JS-920 019501
Originating Agency Case Number:	12-000001
Arrest Tracking Number:	910001012X
Highest Severity:	Felony

V - Vendor software or configuration errors

FIELD/VALUE	IDC OCC PROBLEM
Social Security # '12345678'	1 V606 - Field value too short
Place of Birth	V604 - Missing required field value

Further information about messages listed above is found in the MCHS Tenprint Transaction Reject Notice and Warning Notice Error Messages document.

Expected Results Steps 7 (Test Response 6):

From: "MCHS Prescreening" <mchs@mscjis.mchs.state.ms.us>
To: "Certification User" <ls999999@mscjis.mchs.state.ms.us>
Subject: Reject: APP;MS0990000;BOND, JAMES;19550315;L

Content-Type: text/plain
Content-Transfer-Encoding: 7bit

TRANSACTION REJECT NOTICE

*** TEST RESPONSE 6 ***

Type of Transaction:	Applicant
Subject Name:	BOND, JAMES
Subject Date of Birth:	19550315
Transmitting Agency (from TCN):	MS09900000 - SMALLVILLE SO
Station/Operator Id (Email "From"):	ls990001 - Smallville Livescan
Station Id From TCN:	ls990001 - Smallville Livescan
Station Location and Type:	Local Agency Livescan
Station Vendor:	Stations-R-Us
Transaction Control Number:	ls990001-20120405-0001
Applicant Agency:	MS09900000 - SMALLVILLE SO
Print Agency:	MS09900000 - SMALLVILLE SO
Date Transaction Created:	20120405
Received at MCHS Prescreening:	20121204 14:12
Version Number:	0502
Equipment:	Scan Station Model JS-920 019501
Originating Agency Case Number:	2012-000
Reason Fingerprinted:	Law Enforcement

V - Vendor software or configuration errors

FIELD/VALUE	IDC OCC PROBLEM
Height '513'	V511 - Invalid field value

Further information about messages listed above is found in the MCHS Tenprint Transaction Reject Notice and Warning Notice Error Messages document.

Expected Results Steps 8 (Test Response 7):

From: "MCHS Prescreening" <mchs@mscjis.mchs.state.ms.us>
To: "Local Test Livescan 1" <ltest1@mscjis.mchs.state.ms.us>
Subject: Reject: APP;MS09900000;BOND, JAMES;19550315;L
Content-Type: text/plain
Content-Transfer-Encoding: 7bit

TRANSACTION REJECT NOTICE

*** TEST RESPONSE 7 ***

Type of Transaction: DOC Inmate Receipt
 Subject Name: BAGGINS, BILBO
 Subject Date of Birth: 19800831
 Transmitting Agency (from TCN): MS09900000 - SMALLVILLE SO
 Station/Operator Id (Email "From"): 1s990001 - Smallville Livescan
 Station Id from TCN: 1s990001 - Smallville Livescan
 Station Location and Type: Local Agency Livescan
 Station Vendor: Stations-R-Us
 Transaction Control Number: 1s990001-20120405-0003
 Applicant Agency: MS09900000 - SMALLVILLE SO
 Print Agency: MS09900000 - SMALLVILLE SO
 Date Transaction Created: 20121204
 Received at MCHS Prescreening: 20121204 14:12
 Version Number: 0502
 Equipment: Scan Station Model JS-920 019501
 Originating Agency Case Number: 12-006875
 DOC Number: DOC99999

V - Vendor software or configuration errors

FIELD/VALUE	IDC OCC PROBLEM
Social Security # '12345678'	1 V606 - Field value too short
Place of Birth	V604 - Missing required field value

Further information about messages listed above is found in the MCHS Tenprint Transaction Reject Notice and Warning Notice Error Messages document.

Expected Results Steps 9 (Test Response 8):

From: "MCHS" <mchs@mscjis.mchs.state.ms.us>
 To: "Certification User" <1s999999@mscjis.mchs.state.ms.us>
 Subject: FBI Response for BOND, JAMES
 Content-Type: text/plain
 Content-Transfer-Encoding: 7bit

Mississippi Criminal History System
 FBI Rap Sheet (SRE) for arrest transaction

*** TEST RESPONSE 8 ***

Subject Name: BOND, JAMES
 Transaction Control Number: 1s990001-20030214-0001

Handling Information (FBI-P ARR-L2a Prt-LocEmFx/AgyNoFx):

This is an original copy for the arrest agency.

```
*****
**      FBI Response for Arrest Transaction      **
*****
**
**      Type of Submission: ARR                  **
**      Type of Response: SRE                   **
**      Archive ID: 900000                      **
**      SID:                                    **
**      Date Submitted: 20030214                **
**      Response Received: 20030214            **
**
*****
```

```
*****
**
**      No FBI Record Found                     **
**
*****
```

Date: 20030214
Originating Agency Identifier: WVIAFIS0Z
Transaction Control Number: IFCS0003000018108741
Transaction Reference Number: 0000688766

Name: BOND, JAMES ALBERT
Search Results Findings: N
Controlling Agency ID [0]: MS000000Z
Electronic Rap Sheet:

CRIMINAL ARREST RESPONSE

ICN IFCS0009000088801111 CIDN OCA
BOND, JAMES ALBERT W 602 1955/11/30

End of FBI Rap Sheet

Expected Results Steps 10 (Test Response 9):

From: "MCHS" <mchs@mscjis.mchs.state.ms.us>
To: "Certification User" <ls999999@mscjis.mchs.state.ms.us>
Subject: FBI Response for POTTER, HAROLD
Content-Type: text/plain

Content-Transfer-Encoding: 7bit

Mississippi Criminal History System
FBI Rap Sheet (SRE) for applicant transaction

*** TEST RESPONSE 9 ***

Subject Name: POTTER, HAROLD
Transaction Control Number: 1s990001-20030214-0001
Handling Information (FBI-P APP-L2a Prt-LocEmFx/AgyNoFx):

This is an original copy for the applicant agency.

```
*****
**      FBI Response for Applicant Transaction      **
*****
**                                                    **
**      Type of Submission: APP                      **
**      Type of Response: SRE                      **
**      Archive ID: 900000                          **
**      SID:                                          **
**      Date Submitted: 20030214                    **
**      Response Received: 20030214                 **
**                                                    **
*****
```

```
*****
**                                                    **
**      No FBI Record Found                        **
**                                                    **
*****
```

Date: 20030214
Originating Agency Identifier: WVIAFIS0Z
Transaction Control Number: IFCS0003000018108741
Transaction Reference Number: 0000688766

Name: POTTER, HAROLD CODSWALLOP
Search Results Findings: N
Controlling Agency ID [0]: MS000000Z
Electronic Rap Sheet: CIVIL APPLICANT RESPONSE

ICN IFCS0009000088801111 CIDN OCA
POTTER, HAROLD OSWALD W 507 1980/08/31

End of FBI Rap Sheet

Expected Results Steps 11 (Test Response 10):

From: "MCHS" <mchs@mscjis.mchs.state.ms.us>
To: "Certification User" <ls999999@mscjis.mchs.state.ms.us>
Subject: FBI Response for BOND, JAMES
Content-Type: text/plain
Content-Transfer-Encoding: 7bit

Mississippi Criminal History System
FBI Error Report (ERRT) for arrest transaction

*** TEST RESPONSE 10 ***

Subject Name: BOND, JAMES
Transaction Control Number: ls990001-20021219-0002
Handling Information (FBI-P ARR-L2a Prt-LocEmFx/AgyNoFx):

This is an original copy for the arrest agency.

<<<< ATTENTION >>>>
<<<< ATTENTION >>>>
<<<< ATTENTION >>>>

ERR/ERRT received

```
*****
**      FBI Response for Arrest Transaction      **
*****
**                                                    **
**      Type of Submission: ARR                    **
**      Type of Response: ERR                     **
**      Archive ID: 900001                        **
**      SID:                                       **
**      Date Submitted:                           **
**      Response Received: 20030214                **
**                                                    **
*****
```

Type of Transaction: ERRT
Date: 20021219
Originating Agency Identifier: WVIAFIS0Z
Transaction Control Number: IFCS0003000016664451

Transaction Reference Number: 0000900000

Status/Error Message [0]: L0008 - The quality of the
characteristics is too low to be used .
Controlling Agency ID [0]: MS000000Z

End of FBI Error Report

Expected Results Steps 12 (Test Response 11):

From: "MCHS" <mchs@mscjis.mchs.state.ms.us>
To: "Certification User" <ls999999@mscjis.mchs.state.ms.us>
Subject: FBI Response for POTTER, HARRY
Content-Type: text/plain
Content-Transfer-Encoding: 7bit

Mississippi Criminal History System
FBI Error Report (ERRT) for applicant transaction

*** TEST RESPONSE 11 ***

Subject Name: POTTER, HARRY
Transaction Control Number: ls990001-20021219-0002
Handling Information (FBI-P APP-L2a Prt-LocEmFx/AgyNoFx):

This is an original copy for the applicant agency.

<<<< ATTENTION >>>>
<<<< ATTENTION >>>>
<<<< ATTENTION >>>>

ERR/ERRT received

```
*****
**      FBI Response for Applicant Transaction      **
*****
**                                                    **
**      Type of Submission: APP                      **
**      Type of Response: ERR                      **
**      Archive ID: 900001                          **
**      SID:                                          **
**      Date Submitted:                             **
**      Response Received: 20030214                 **
**                                                    **
```

Type of Transaction: ERR
Date: 20021219
Originating Agency Identifier: WVIAFIS0Z
Transaction Control Number: IFCS0003000016664451
Transaction Reference Number: 0000900000

Status/Error Message [0]: L0008 - The quality of the
characteristics is too low to be used .
Controlling Agency ID [0]: MS000000Z

End of FBI Error Report

Expected Results Steps 13 (Test Response 12):

From: "MCHS" <mchs@mscjis.mchs.state.ms.us>
To: "Certification User" <ls999999@mscjis.state.ms.us>
Subject: ARR;9000000000;BOND, JAMES;19631123;L
Content-Type: text/plain
Content-Transfer-Encoding: 7bit

Mississippi Criminal History System DNA Database Collection Form

*** TEST RESPONSE 12 ***

State ID (SID): MS01234567 ATN: 9000000000

* FOR CRIME LAB USE ONLY
* Sample Received by: _____
* Date: _____
* MCL No. _____

Name: BOND, JAMES, A,
Social Security No: 007077007
Date of Birth: 19631123 Sex: Male
Race: Black

Subject's Signature: _____

~~~~~

Collecting Agency: MS0990000 - SMALLVILLE SO

Qualifying Offense(s):

Indicate which arrest charges below are qualifying offenses.

\_\_\_ 97-17-23 - Burglary; Inhabited Dwelling House, Whether Armed  
or Not, Whether Occupied or Not (Felony)

Person Collecting Sample (print and sign name):

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Collector's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Expected Results Steps 14 (Test Response 13):**

From: "MCHS" <mchs@mscjis.mchs.state.ms.us>  
To: "Certification User" <ls999999@mscjis.mchs.state.ms.us>  
Subject: ARR; 8800000010; POTTER, ALBERT; 19800831; L  
Content-Type: text/plain  
Content-Transfer-Encoding: 7bit

Mississippi Criminal History System

=== RECORD UNDER REVIEW ===

\*\*\* TEST RESPONSE 13 \*\*\*

Regarding your transaction ls990001-20161101-0000

Subject Name: POTTER, ALBERT

Date of Birth: 19481129

Arrest Tracking Number: 1111111111

Received by MCHS on 20161101 12:34:56

The criminal history for the subject individual (SID MS00000000)  
is under review and will be forwarded to you within 24 hours.

**Expected Results Steps 15 (Test Response 14a):**



From: "MCHS" <mchs@mscjis.mchs.state.ms.us>  
To: "Certification User" <ls999999@mscjis.mchs.state.ms.us>  
Subject: ARR; 8897000235; , ROBERT; 19550315; L  
Content-Type: text/plain  
Content-Transfer-Encoding: 7bit

\*\*\* TEST RESPONSE 14a \*\*\*

#### Expected Results Steps 16 (Test Response 14b):

From: "MCHS" <mchs@mscjis.mchs.state.ms.us>  
To: "Certification User" <ls999999@mscjis.mchs.state.ms.us>  
Subject: ARR; 8897000235; , ROBERT; 19550315; L  
Content-Type: application/octet-stream  
Content-Transfer-Encoding: base64

\*\*\* TEST RESPONSE 14b \*\*\*

#### Expected Results Steps 17 (MS Confirmation Notice):

From: "MCHS" <mchs@mscjis.mchs.state.ms.us>  
To: "Certification User" <ls999999@mscjis.mchs.state.ms.us>  
Subject: ARR;9010000009;BOND, JAMES;19481129;L  
Content-Type: text/plain  
Content-Transfer-Encoding: 7bit

Mississippi Criminal History System  
Mississippi Rap Sheet and Disposition Forms for applicant transaction

Subject Name: BOND, JAMES  
Transaction Control Number: ls990001-20030214-0002  
Handling Information (MS APP-0th7a 0thEm/AgyEm):

Original copy for the applicant agency.

Mississippi Criminal History Record  
Information on file as of MAY 06, 2021

#### 1. INTRODUCTION

```
*****
**                                     **
**             Confirmation Notice    **
**                                     **
```

\*\*\*\*\*

This notice is a confirmation that an inquiry of a Mississippi Criminal History Record was successfully processed for the person whose name appears below.

This confirmation notice does not indicate if a record was found for the named individual.

If more than a confirmation is needed, please contact the requesting agency for this transaction.

Use of this information is subject to state and federal law and is limited to the purpose stated in the inquiry. Misuse is subject to criminal and civil penalty.

## 2. SEX OFFENDER DATA

This confirmation notice does not indicate if sex offender data was found for the named individual.

## 3. CRIMINAL HISTORY

The subject (Name: BOND,JAMES, ,) was successfully processed by MCHS. This confirmation notice does not indicate if a Mississippi criminal history record was found for the named individual.

End of Mississippi Rap Sheet

### Expected Results Steps 18 (FBI Confirmation Notice):

From: "MCHS" <mchs@mscjis.mchs.state.ms.us>  
To: "Certification User" <ls999999@mscjis.mchs.state.ms.us>  
Subject: FBI Response for POTTER, HAROLD  
Content-Type: text/plain  
Content-Transfer-Encoding: 7bit

Mississippi Criminal History System  
FBI Rap Sheet (SRE) for applicant transaction

Subject Name: POTTER, HAROLD  
Transaction Control Number: ls990001-20030214-0001  
Handling Information (FBI APP-0th7a 0thEm/AgyEm):

Original copy for the applicant agency.

```

*****
**      FBI Response for Applicant Transaction      **
*****
**                                                    **
**      Type of Submission: APP                      **
**      Type of Response: SRE                      **
**      Archive ID: 8590123                        **
**      SID:                                         **
**      Date Submitted: 20210506                   **
**      Response Received: 20210506                **
**      FBI Response TCN: E2021103000001122334      **
**                                                    **
*****

*****
**                                                    **
**      Confirmation Notice                          **
**                                                    **
*****

```

Name: POTTER, HAROLD  
 Controlling Agency ID: MSMHP0105

Electronic Rap Sheet: (Identity History Summary)

This is the Confirmation Notice that the transaction has been successfully processed by the FBI.

This Confirmation Notice does not indicate if a record was found for the named individual.

If more than a confirmation is needed, please contact the requesting agency for this transaction.

End of FBI Rap Sheet

#### Expected Results Steps 19 (Test Response W):

To: "Certification User" <ls999999@mscjis.mchs.state.ms.us>  
 From: MCHS Prescreening <mchs@mscjis.mchs.state.ms.us>  
 Message-ID: <14247437.11364839779485.JavaMail.mchs@mscjis.mchs.state.ms.us>  
 Subject: Warning: ARR; 8897000231; DINOZZO,ANTHONY; 19550315; L  
 Content-Type: text/plain

Content-Transfer-Encoding: 7bit

MISSISSIPPI CRIMINAL HISTORY SYSTEM  
TRANSACTION WARNING NOTICE

\*\*\* TEST RESPONSE W \*\*\*

Type of Transaction: Arrest  
Subject Name: DINOZZO, ANTHONY  
Subject Date of Birth: 19800831  
Transmitting Agency (from TCN): MS0990000 - SMALLVILLE SO  
Station/Operator Id (Email "From"): ls990001 - Smallville Livescan  
Station Id from TCN: ls990001 - Smallville Livescan  
Station Location and Type: Local Agency Livescan  
Station Vendor: Stations-R-Us  
Transaction Control Number: ls990001-20120405-0002  
Applicant Agency: MS0990000 - SMALLVILLE SO  
Print Agency: MS0990000 - SMALLVILLE SO  
Date Transaction Created: 20121204  
Received at MCHS Prescreening: 20121204 14:12  
Version Number: 0502  
Equipment: Scan Station Model JS-920 019501  
Originating Agency Case Number: 12-000001  
Arrest Tracking Number: 910001012X  
Highest Severity: Felony

P - Palm print errors

| FIELD/VALUE                          | IDC | OCC | PROBLEM                                                             |
|--------------------------------------|-----|-----|---------------------------------------------------------------------|
| T15 Palmprint Position '[21, 25/26]' | 15  |     | P676 - Missing full or upper/lower palm pair for right hand         |
| T15 Compression Algorithm 'JPEGB'    | 17  |     | P716 - Value not on standard edit table 'T15 Compression Algorithm' |

Further information about messages listed above is found in the MCHS Tenprint Transaction Reject Notice and Warning Notice Error Messages document.

**Expected Results Steps 20 (Test Response X):**

To: "Certification User" <ls999999@mscjis.mchs.state.ms.us>  
From: MCHS Prescreening <mchs@mscjis.mchs.state.ms.us>  
Message-ID: <12258573.11368454994841.JavaMail.mchs@mscjis.mchs.state.ms.us>  
Subject: Warning: APP; MSMHP0000; GIBBS, LEROY; 19760916; L  
Content-Type: text/plain  
Content-Transfer-Encoding: 7bit

MISSISSIPPI CRIMINAL HISTORY SYSTEM  
TRANSACTION WARNING NOTICE

\*\*\* TEST RESPONSE X \*\*\*

|                                     |                                  |
|-------------------------------------|----------------------------------|
| Type of Transaction:                | Applicant                        |
| Subject Name:                       | GIBBS, LEROY                     |
| Subject Date of Birth:              | 19550315                         |
| Transmitting Agency (from TCN):     | MS0990000 - SMALLVILLE S0        |
| Station/Operator Id (Email "From"): | ls990001 - Smallville Livescan   |
| Station Id From TCN:                | ls990001 - Smallville Livescan   |
| Station Location and Type:          | Local Agency Livescan            |
| Station Vendor:                     | Stations-R-Us                    |
| Transaction Control Number:         | ls990001-20120405-0001           |
| Applicant Agency:                   | MS0990000 - SMALLVILLE S0        |
| Print Agency:                       | MS0990000 - SMALLVILLE S0        |
| Date Transaction Created:           | 20120405                         |
| Received at MCHS Prescreening:      | 20121204 14:12                   |
| Version Number:                     | 0502                             |
| Equipment:                          | Scan Station Model JS-920 019501 |
| Originating Agency Case Number:     | 2012-000                         |
| Reason Fingerprinted:               | Law Enforcement                  |

P - Palm print errors

| FIELD/VALUE                          | IDC | OCC | PROBLEM                                                             |
|--------------------------------------|-----|-----|---------------------------------------------------------------------|
| T15 Palmprint Position '[21, 25/26]' | 15  |     | P676 - Missing full or upper/lower palm pair for right hand         |
| T15 Compression Algorithm 'JPEGB'    | 17  |     | P716 - Value not on standard edit table 'T15 Compression Algorithm' |

Further information about messages listed above is found in the MCHS Tenprint Transaction Reject Notice and Warning Notice Error Messages document.

#### 4.2.7 Test Procedure: Transaction Responses

| Test Procedure: Transaction Responses |        |                   |                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                    |        |                   |
|---------------------------------------|--------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------------|
| Step                                  | Who    | When              | Procedure                                                                                                                                            | Expected Result                                                                                                                                                                                                                                                                                                                                    | Status | Action if Fail    |
| 1                                     | Vendor | CIVIL LAW<br>MDOC | Check POP3 mail file for test station being used for the certification and discard any existing mail                                                 | POP3 mail is empty after discarding mail.                                                                                                                                                                                                                                                                                                          |        |                   |
| 2                                     | TC     | LAW               | Use 'Send Certification Test Responses to Test Stations' to send response No. 1, 'Mississippi Search Response for ARR', to the test scanning station | <p>Scanning station automatically prints response on scanning station printer in fixed-width font without human intervention.</p> <p>Response includes headers and body as shown <a href="#">above</a>.</p> <p>Response includes this in the body:</p> <pre>*** TEST RESPONSE 1 ***</pre> <p>Content of rapsheet and subject may not be exact.</p> |        | Stop test (Law)   |
| 3                                     | TC     | CIVIL LAW         | Use 'Send Certification Test Responses to Test Stations' to send response No. 2, 'Mississippi Search Response for APP', to the test scanning station | <p>Scanning station automatically prints response on scanning station printer in fixed-width font without human intervention.</p> <p>Response includes headers and body as shown <a href="#">above</a>.</p> <p>Response includes this in the body:</p> <pre>*** TEST RESPONSE 2 ***</pre> <p>Content of rapsheet and subject may not be exact</p>  |        | Stop test (Civil) |

|   |    |      |                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                  |
|---|----|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 4 | TC | MDOC | Use 'Send Certification Test Responses to Test Stations' to send response No. 3, 'Mississippi Search Response for 'DOC', to the test scanning station                  | <p>Scanning station automatically prints response on scanning station printer in fixed-width font without human intervention.</p> <p>Response includes headers and body as shown <a href="#">above</a>.</p> <p>Response includes this in the body:</p> <pre>*** TEST RESPONSE 3 ***</pre> <p>Content of rapsheet and subject may not be exact</p>                                                                                                                                | Stop test (MDOC) |
| 5 | TC | LAW  | Use 'Send Certification Test Responses to Test Stations' to send response No. 4a/4b, 'Mississippi Prosecutor and Court Disposition Form', to the test scanning station | <p>Scanning station automatically prints two responses on scanning station printer in fixed-width font without human intervention.</p> <p>First response includes headers and body as shown <a href="#">above</a> and contains the following:</p> <pre>*** TEST RESPONSE 4a ***</pre> <p>Second response includes headers and body as show <a href="#">above</a> and contains the following:</p> <pre>*** TEST RESPONSE 4b ***</pre> <p>Content of subject may not be exact.</p> | Stop test (Law)  |
| 6 | TC | LAW  | Use 'Send Certification Test Responses to Test Stations' to send response No. 5, 'Mississippi Reject Notice for ARR', to the test scanning station                     | <p>Scanning station automatically prints response on scanning station printer in fixed-width font without human intervention.</p> <p>Response includes headers and body as shown <a href="#">above</a>.</p> <p>Response includes this in the body:</p> <pre>*** TEST RESPONSE 5 ***</pre> <p>Content of rapsheet and subject may not be exact.</p>                                                                                                                               | Stop test (Law)  |

|   |    |                         |                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                |  |                          |
|---|----|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------|
| 7 | TC | <b>CIVIL</b> <b>LAW</b> | Use 'Send Certification Test Responses to Test Stations' to send response No. 6, 'Mississippi Reject Notice for APP', to the test scanning station  | <p>Scanning station automatically prints response on scanning station printer in fixed-width font without human intervention.</p> <p>Response includes headers and body as shown <a href="#">above</a>.</p> <p>Response includes this in the body:</p> <p>*** TEST RESPONSE 6 ***</p> <p>Content of rapsheet and subject may not be exact.</p> |  | Stop test                |
| 8 | TC | <b>MDOC</b>             | Use 'Send Certification Test Responses to Test Stations' to send response No. 7, 'Mississippi Reject Notice for DOC', to the test scanning station  | <p>Scanning station automatically prints response on scanning station printer in fixed-width font without human intervention.</p> <p>Response includes headers and body as shown <a href="#">above</a>.</p> <p>Response includes this in the body:</p> <p>*** TEST RESPONSE 7 ***</p> <p>Content of rapsheet and subject may not be exact.</p> |  | Stop test (MDOC)         |
| 9 | TC | <b>LAW</b> <b>MDOC</b>  | Use 'Send Certification Test Responses to Test Stations' to send response No. 8, 'FBI Search Response for ARR or DOC', to the test scanning station | <p>Scanning station automatically prints response on scanning station printer in fixed-width font without human intervention.</p> <p>Response includes headers and body as shown <a href="#">above</a>.</p> <p>Response includes this in the body:</p> <p>*** TEST RESPONSE 8 ***</p> <p>Content of rapsheet and subject may not be exact.</p> |  | Stop test (Law and MDOC) |



|    |    |                         |                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                    |                           |
|----|----|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 10 | TC | <b>CIVIL</b> <b>LAW</b> | Use 'Send Certification Test Responses to Test Stations' to send response No. 9, 'FBI Search Response for APP', to the test scanning station        | <p>Scanning station automatically prints response on scanning station printer in fixed-width font without human intervention.</p> <p>Response includes headers and body as shown <a href="#">above</a>.</p> <p>Response includes this in the body:</p> <pre>*** TEST RESPONSE 9 ***</pre> <p>Content of rapsheet and subject may not be exact.</p> | Stop test (Law and Civil) |
| 11 | TC | <b>LAW</b> <b>MDOC</b>  | Use 'Send Certification Test Responses to Test Stations' to send response No. 10, 'FBI Error Response for ARR or DOC', to the test scanning station | <p>Scanning station automatically prints response on scanning station printer in fixed-width font without human intervention.</p> <p>Response includes headers and body as shown <a href="#">above</a>.</p> <p>Response includes this in the body:</p> <pre>*** TEST RESPONSE 10 ***</pre>                                                         | Stop test (Law and MDOC)  |
| 12 | TC | <b>CIVIL</b>            | Use 'Send Certification Test Responses to Test Stations' to send response No. 11, 'FBI Error Response for APP', to the test scanning station        | <p>Scanning station automatically prints response on scanning station printer in fixed-width font without human intervention.</p> <p>Response includes headers and body as shown <a href="#">above</a>.</p> <p>Response includes this in the body:</p> <pre>*** TEST RESPONSE 11 ***</pre> <p>Subject may not be exact</p>                         | Stop test (Law and Civil) |

|    |    |                   |                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                            |                 |
|----|----|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 13 | TC | LAW               | Use 'Send Certification Test Responses to Test Stations' to send response No. 12, 'Mississippi DNA Database Collection Form', to the test scanning station | <p>Scanning station automatically prints response on scanning station printer in fixed-width font without human intervention.</p> <p>Response includes headers and body as shown <a href="#">above</a>.</p> <p>Response includes this in the body:</p> <pre>*** TEST RESPONSE 12 ***</pre> <p>Content of subject may not be exact.</p>     | Stop test (Law) |
| 14 | TC | CIVIL LAW<br>MDOC | Use 'Send Certification Test Responses to Test Stations' to send response No. 13, 'Record Under Review', to the test scanning station                      | <p>Scanning station automatically prints response on scanning station printer in fixed-width font without human intervention.</p> <p>Response includes headers and body as shown <a href="#">above</a>.</p> <p>Response includes this in the body:</p> <pre>*** TEST RESPONSE 13 **</pre> <p>Content of subject may not be exact.</p>      | Continue        |
| 15 | TC | CIVIL LAW<br>MDOC | Use 'Send Certification Test Responses to Test Stations' to send response No. 14a, 'An email with garbage (plain text),' to the test scanning station      | <p>Scanning station automatically prints response on scanning station printer in fixed-width font without human intervention.</p> <p>Response includes headers and body as shown <a href="#">above</a>. May contain up to 300 lines of message content</p> <p>Response includes this in the body:</p> <pre>*** TEST RESPONSE 14a ***</pre> | Continue        |

|    |    |                                                       |                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                  |  |                          |
|----|----|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------|
| 16 | TC | <b>CIVIL</b> <b>LAW</b><br><b>MDOC</b>                | Use 'Send Certification Test Responses to Test Stations' to send response No. 14b, 'An email with garbage (returned NIST file)', to the test scanning station  | Scanning station automatically prints response on scanning station printer in fixed-width font without human intervention.<br><br>Response includes headers and body as shown <a href="#">above</a> . May contain up to 300 lines of message content.<br><br>Response includes this in the body:<br><br>*** TEST RESPONSE 14b ** |  | Continue                 |
| 17 | TC | <b>CIVIL</b>                                          | Use 'Send Certification Test Responses to Test Stations' to send response No. 15, 'Mississippi Confirmation Response for APP', to the test scanning station    | Scanning station automatically prints response on scanning station printer in fixed-width font without human intervention<br><br>Response includes headers and body as shown <a href="#">above</a> .<br><br>Content of subject may not be exact.                                                                                 |  | Continue                 |
| 18 | TC | <b>CIVIL</b>                                          | Use 'Send Certification Test Responses to Test Stations' to send response No. 16, 'FBI Confirmation Response for APP', to the test scanning station            | Scanning station automatically prints response on scanning station printer in fixed-width font without human intervention.<br><br>Response includes headers and body as shown <a href="#">above</a> .<br><br>Content of subject may not be exact.                                                                                |  | Continue                 |
| 19 | TC | <b>CIVIL</b> <b>LAW</b><br><b>MDOC</b><br><b>PALM</b> | Use 'Send Certification Test Responses to Test Stations' to send response No. W, 'Transaction Response - Warning Notice for ARR', to the test scanning station | Scanning station automatically prints response on scanning station printer in fixed-width font without human intervention.<br><br>Response includes headers and body as shown <a href="#">above</a> .<br><br>Response includes this in the body:<br><br>*** TEST RESPONSE W ***<br><br>Content of subject may not be exact.      |  | Stop test (Palm scanner) |

|    |    |                                                       |                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                     |  |                          |
|----|----|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------|
| 20 | TC | <b>CIVIL</b> <b>LAW</b><br><b>MDOC</b><br><b>PALM</b> | Use 'Send Certification Test Responses to Test Stations' to send response No. X, 'Transaction Response - Warning Notice for APP', to the test scanning station | <p>Scanning station automatically prints response on scanning station printer in fixed-width font without human intervention</p> <p>Response includes headers and body as shown <a href="#">above</a>.</p> <p>Response includes this in the body:</p> <pre>*** TEST RESPONSE X ***</pre> <p>Content of subject may not be exact</p> |  | Stop test (Palm scanner) |
|----|----|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------|

### 4.3 EDIT TABLE DOWNLOAD MESSAGE TEST

#### 4.3.1 Entry Criteria

Successfully completed POP3S Mail Connectivity Test.

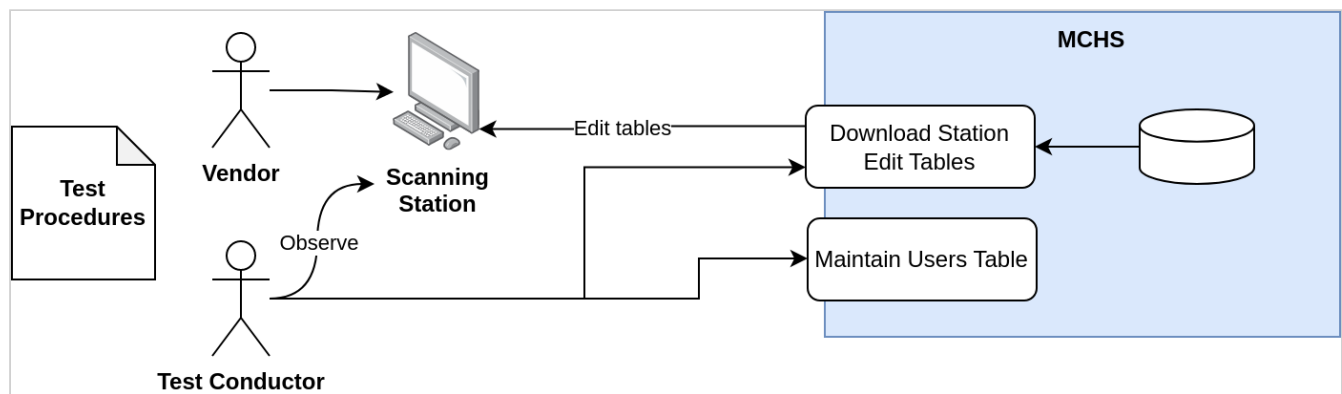
#### 4.3.2 Objective

This test will verify that all edit tables are automatically and properly installed on the scanning station.

#### 4.3.3 Test Execution Overview

##### Overall Flow

The Test Conductor (TC) will use the MCHS web application "Download Edit Tables" capability to download the edit tables to the station. Values in the edit table are determined by the type of station. The TC will first compare the version of the downloaded edit table in the scanning station to ensure it matches the version recorded in MCHS for that station. The TC and Vendor will compare the values in the drop down lists provided in the edit table download. The TC will use the "Download Station Edit Tables" and "Maintain Users Table" functions in the MCHS web application. The diagram below shows the overall flow.



##### Use of Test Procedures

The "Status" column in the test procedures is used to record status of the individual step. Valid values are:

- Pass - Successful executed with expected results met
- Fail - Expected results not met
- N/A - Not applicable

The following color-coded abbreviations are used in the **When** column of each test procedure:

| Abbreviation | Meaning                         |
|--------------|---------------------------------|
| LIVESCAN     | Vendor is certifying a livescan |
| CARDSCAN     | Vendor is certifying a cardscan |

##### Applicability of Tests

This test applies to the scanning station software thus it is required to be executed only once during the certification session.

#### **4.3.4 Exit Criteria**

Must successfully complete all applicable steps to pass this test. If all test procedures steps have been successfully completed continue to [Law Enforcement Agency Tests](#).

#### **4.3.5 Test Procedure: Process Edit Table Download Message**

| Test Procedure: Process Edit Table Download |        |                      |                                                                                                                                                                      |                                                                                                        |        |                    |
|---------------------------------------------|--------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------|--------------------|
| Step                                        | Who    | When                 | Procedure                                                                                                                                                            | Expected Result                                                                                        | Status | Action if Fail     |
| 1                                           | TC     | LIVESCAN<br>CARDSCAN | Using 'Download Station Edit Tables', send the Edit Table Message to the test station                                                                                | The valid value lists on the scanning station must be automatically updated without human intervention |        | Stop Certification |
| 2                                           | Vendor | LIVESCAN<br>CARDSCAN | Provide the date and time in the description in the Hair Color ZZDoNotUse drop down list on the scanning station to the TC                                           | ZZDoNotUse contains a date and time                                                                    |        | Stop Certification |
| 3                                           | TC     | LIVESCAN<br>CARDSCAN | Compare the date in the ZZDoNotUse entry of the scanning station's drop down list for Hair Color to the date and time in the Users table record for the test station | Value in ZZDoNotUse is the same as date time in the Users table record                                 |        | Stop Certification |

| Test Procedure: Process Edit Table Download |               |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                         |        |                    |
|---------------------------------------------|---------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|--------|--------------------|
| Step                                        | Who           | When            | Procedure                                                                                                                                                                                                                                                                                                                                                                                                                                              | Expected Result                                                                         | Status | Action if Fail     |
| 4                                           | Vendor/<br>TC | <b>LIVESCAN</b> | Vendor and TC confirm drop down lists are used when edit tables are provided. Spot check the list Below. Confirm Statute values.<br>AMP or BAND Code<br>Agency<br>Arrest Type<br>Correct Agency<br>Country<br>Enforce Agency<br>Eye Color<br>Hair Color<br>Misc Number Type<br>Name Suffix<br>Place of Birth<br>Race<br>Reason Fingerprinted<br>Severity<br>Sex<br>State<br>Statute<br>Supplement<br>Tattoo<br>Yes/No<br>Yes/No/Unknown<br>Yes/Unknown | Values are consistent.<br>Statute does contains the Statute values and not Statute CIC. |        | Stop Certification |



| Test Procedure: Process Edit Table Download |               |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                         |        |                    |
|---------------------------------------------|---------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|--------|--------------------|
| Step                                        | Who           | When            | Procedure                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Expected Result                                                                         | Status | Action if Fail     |
| 5                                           | Vendor/<br>TC | <b>CARDSCAN</b> | Vendor and TC confirm drop down lists are used when edit tables are provided. Spot check the list Below. Confirm Statute CIC values.<br>AMP or BAND Code<br>Agency<br>Arrest Type<br>Correct Agency<br>Country<br>Enforce Agency<br>Eye Color<br>Hair Color<br>Misc Number Type<br>Name Suffix<br>Place of Birth<br>Race<br>Reason Fingerprinted<br>Severity<br>Sex<br>State<br>Statute CIC<br>Supplement<br>Tattoo<br>Yes/No<br>Yes/No/Unknown<br>Yes/Unknown | Values are consistent.<br>Statute does contains the Statute CIC values and not Statute. |        | Stop Certification |

## 4.4 LAW ENFORCEMENT AGENCY TEST

### 4.4.1 Entry Criteria

Below are criteria to be met before proceeding with this test.

- Tenprint Vendor Response specifies certification for Law Enforcement
  - If not, then skip this test and proceed directly to [Civil Applicant Tests](#).
- POP3S Connectivity Test exit criteria met
- Transaction Responses Tests completed successfully for all steps performed for Law Enforcement
- Edit Tables Downloaded Test exit criteria met

### 4.4.2 Objectives

The objectives of this test are to verify the following:

- Transaction types: The scanning station supports the following Law Enforcement transaction types:
  - Arrest when a subject is arrested and booked
  - Non-billable Law Enforcement Applicant background check
  - Criminal Inquiry Only background check
  - Sex Offender Registration (APP for SOR) (Sheriff's Offices only)
- Livescan Arrest Tracking Numbers (ATN):
  - ATN Block messages are received via POP3S
  - ATN blocks are properly updated on the scanning station automatically without user intervention
  - Livescan always uses the "current" block as soon as it receives the new ATN Block message
  - The check digit on an ATN is properly calculated
  - Livescan automatically uses the Next block when all ATNs in the Current block have been used
  - Livescan properly installs subsequent ATN Blocks
  - Livescan does not reassign ATNs that it has already used
  - Livescan does not assign ATNs that are not in its most recently downloaded ATN Blocks message, even if it has used all ATNs in both its Current and Next blocks
- Scanning station user:
  - The user at scanning station provides data for the transaction as defined by the MCHS Tenprint ICD
  - All data entered by user at the scanning station is included in the transaction submitted to MCHS
- Transaction creation:
  - Scanning station submits transaction to MCHS which does not contain any format or content errors, as detected by Prescreening
  - Submitted transaction is compliant with MCHS Tenprint ICD, which includes the ANSI/NIST format
  - Scanning stations hard-code and generate fields, according to MCHS Tenprint ICD
- Submission to MCHS:
  - Scanning station successfully submits transaction to the MCHS using SMTPS
  - Scanning station allows a transaction can be stored, subsequently modified and re-submitted
- Biometric quality:
  - Scanning station does not allow a transaction to be submitted if the rolled fingers don't match the corresponding fingers in the slaps
  - Scanning station captures and submits biometrics (fingerprint, palm, and facial images) that pass examiner assessment
- Printing:
  - Scanning station can print Mississippi and FBI Applicant cards on 8 1/2 x 11 paper and on pre-printed card stock from either a stored or a new transaction

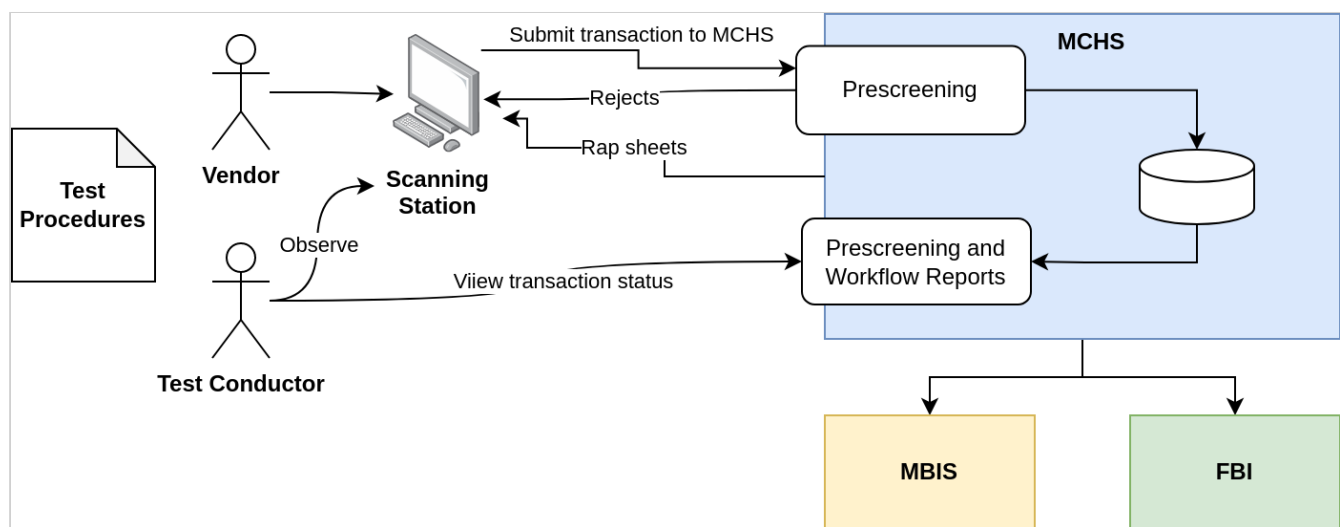
#### 4.4.3 Test Execution Overview

The purpose of the test execution overview is to provide an overview and high level guidance in executing the Test Procedures.

##### Overall Flow

These tests start with end-to-end Law Enforcement transactions created by the vendor at the scanning station. The scanning station submits each transaction to MCHS, which processes the transaction, submits requests to the local MBIS system and to the FBI NGI system and finally returns responses to the scanning station. If the processing is successful, MCHS will send Mississippi and FBI rap sheets to the scanning station. If unsuccessful, MCHS will send either a reject or an FBI error response to the scanning station.

The MCHS Prescreening component will be used to validate that the transaction is compliant with the MCHS Tenprint ICD. The Test Conductor (TC) will use the MCHS Prescreening and Workflow Reports as well as MBIS examiner interface to verify expected results. The diagram below shows the overall flow.



##### Use of Test Procedures

Test procedures for transaction with amputated or bandaged fingers are provided in the Amputated or Bandaged Test and must be executed for each scanner.

The "Status" column in the test procedures is used to record status of the individual step. Valid values are:

- Pass - Successful executed with expected results met
- Fail - Expected results not met
- N/A - Not applicable

##### Color-coded Abbreviations for When Column

The following color-coded abbreviations are used in the **When** column of each test procedure:

| Abbreviation | Meaning                                                        |
|--------------|----------------------------------------------------------------|
| CIVIL        | Vendor is certifying for Civil Applicant                       |
| LAW          | Vendor is certifying for Law Enforcement                       |
| MDOC         | Vendor is certifying for Mississippi Department of Corrections |

| Abbreviation    | Meaning                                 |
|-----------------|-----------------------------------------|
| <b>PALM</b>     | Vendor's station contains palm scanner  |
| <b>CAMERA</b>   | Vendor's station contains facial camera |
| <b>LIVESCAN</b> | Vendor is certifying a livescan         |
| <b>CARDSCAN</b> | Vendor is certifying a cardscan         |

The codes above should be used to indicate a minimum configuration. For example, if only **LIVESCAN** is present, then the only constraint is that the station be a livescan. It may be used for any agency type, may or may not have a palm scanner or a facial camera. In contrast, if **LIVESCAN** **LAW** **PALM** is present the station must be a livescan with upper/lower palm capability and the test must be for law enforcement.

Note also that the following are mutually exclusive:

- **CIVIL** **LAW** **MDOC** - if multiple are specified, only one needs to be true
- **LIVESCAN** **CARDSCAN** - if both are specified, only one needs to be true

#### Applicability of Tests

If the certification session includes both a livescan and cardscan, and the same scanning station software is used for both, **certify livescans first**.

If the certification session includes both tenprint only and palm print scanners and the same scanning station software is used for both, **certify palmprint first**.

If this is the **first livescan or first cardscan** being certified during this session, perform **all tests except Test Procedure: Arrest Transaction**.

If this is the **second livescan** being certified during this session, only perform [Test Procedure: Arrest Transaction](#).

If this is the **second cardscan** being certified during this session, only perform [Test Procedure: Arrest Transaction](#).

#### 4.4.4 Exit Criteria

Must successfully complete all applicable steps in each test procedure to pass this test. If all steps in each test procedures have been successfully completed continue [Amputated and Bandaged Tests](#).

#### 4.4.5 Test Procedures Index

Below is an index of the test procedures for this test:

- [Test Procedure: Arrest Data Entry and Validation](#)
- [Test Procedure: Arrest Transaction Uses Next ATN Block](#)
- [Test Procedure: Arrest Transaction Keeps Track of ATN Usage](#)
- [Test Procedure: Arrest Transaction \(Subsequent Livescan/Cardscan\)](#)
- [Test Procedure: Law Enforcement Applicant Data Entry and Validation](#)
- [Test Procedure: Law Enforcement Applicant](#)
- [Test Procedure: Criminal Inquiry Only](#)
- [Test Procedure: APP for SOR](#)

#### 4.4.6 Test Procedure: Arrest Data Entry and Validation

##### Applicability

- First Tenprint Livescan
- First Tenprint Livescan with Type 10 facial images
- First Tenprint Cardscan

If not applicable, then skip this test and proceed directly to [Test Procedure: Arrest Transaction](#)

##### Overview

The primary purpose of this test procedure is to verify that the scanning station software submits arrest transactions which are compliant with the MCHS Tenprint ICD. The Arrest Transaction User Entered Data Table (below) is referenced in Step 7 to provide the requirement for the user entered fields. In addition to data entry validation, the transaction will be submitted to MCHS and processed end-to-end verifying SMTPS connectivity, email structure conformance, initial biometric image capture and quality assessment. The station will need to be able to process the ATN block message.

The arrest submitted by this station will use up the one ATN in the Current block so the next ATN used in the next test will use the first ATN from the Next block.

In this test:

- TC downloads an ATN block message to the station using the MCHS web application
- TC verifies that station prevents entry of invalid data
- The station creates and submits an arrest transaction to MCHS
- TC uses Prescreening and Workflow reports to verify transaction is correct and completed successfully

##### Arrest User Entered Data Table and Legends

The data table below is used in test step 7 for this test procedure only. The legend tables immediately below explain the column headings and contents in the data table that follows.

| Legend: Column Headings |                                                                                                    |
|-------------------------|----------------------------------------------------------------------------------------------------|
| Heading                 | Description                                                                                        |
| Blk                     | Block number on printed cardscan form                                                              |
| Field Name and NIST Tag | Corresponding field in the NIST transaction submitted to MCHS and defined in the MCHS Tenprint ICD |
| Required                | Indicates if field is required; and if there are subfields, indicates which subfields are required |
| CLSO                    | Field value is entered by operator on a cardscan but not on a livescan - or vice versa             |
| MaxOcc                  | Maximum occurrences (multiple occurrences are not allowed unless specified)                        |
| Length                  | Length (minimum and maximum length - if value is not from an edit table)                           |
| Characters/Values       | Characters/Values allowed; includes cross-field validations                                        |

| Legend: Characters/Values Column                      |                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Code                                                  | Description                                                                                                                                                                                                                                                                                                              |
| ET                                                    | Value can only be one of those on the edit table. A common problem has been that an operator can hit a key, such as the ESC key, and then enter any value. They must be restricted to those values in the indicated edit table - the edit table name is the name in the Edit Table Download message and found in the ICD |
| ANS without anything after it                         | Letters, numbers, or special characters - meaning just about any character on the keyboard                                                                                                                                                                                                                               |
| ANS followed by a specific list of special characters | Letters, numbers, and the special characters listed                                                                                                                                                                                                                                                                      |
| AN                                                    | Letters or numbers                                                                                                                                                                                                                                                                                                       |
| AS followed by a specific list of special characters  | Letters, and the special characters listed                                                                                                                                                                                                                                                                               |

| Legend: Field Name and NIST Column |                                                                                                                               |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Name/Code                          | Description                                                                                                                   |
| Tag                                | Tag number of the field in the ICD and in the NIST record. Not relevant for test, but helpful to find requirement in the ICD. |
| Name                               | Name of the field in the ICD.                                                                                                 |
| Acronym in parentheses             | Acronym of field In the ICD. Not relevant for test, but helpful for reference.                                                |

| Legend: Character/Values Column |                                                                                                                         |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Name/Code                       | Description                                                                                                             |
| CF                              | Cross-field validation. Scanning station can't validate until values are entered in both fields.                        |
| Transaction Date                | Date the transaction is created on the scanning station (see field 1.05 in the ICD). It is not entered by the operator. |

| Law Enforcement Arrest User Entered - Data Table |                                             |          |                |        |            |                                                                                              |
|--------------------------------------------------|---------------------------------------------|----------|----------------|--------|------------|----------------------------------------------------------------------------------------------|
| Blk                                              | Field Name and NIST Tag                     | Required | CLSO           | MaxOcc | Length     | Characters/Values                                                                            |
|                                                  | Tag: 2.701<br>Name: Arrest Tracking # (atn) | Yes      | card scan only |        | exactly 10 | AN <ul style="list-style-type: none"> <li>Field must pass check digit validation.</li> </ul> |

| Law Enforcement Arrest User Entered - Data Table |                                              |                                                                            |                |          |           |                                                                                                                                                                                                                                             |
|--------------------------------------------------|----------------------------------------------|----------------------------------------------------------------------------|----------------|----------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Blk                                              | Field Name and NIST Tag                      | Required                                                                   | CLSO           | MaxOcc   | Length    | Characters/Values                                                                                                                                                                                                                           |
|                                                  | Tag: 2.038<br>Name: Date Printed (dprt)      | Yes                                                                        | card scan only |          |           | Format CCYYMMDD where CC is 19 or 20 and YY is 00 through 99<br>CCYYMMDD must be a valid calendar date<br>Must be less or equal to current date<br>Must be less than or equal to Transaction Date (CF)                                      |
| 1                                                | Tag: 2.018<br>Name: Name (name)              | Yes<br>Last Name and First Name must be present in an occurrence           |                | up to 10 |           |                                                                                                                                                                                                                                             |
|                                                  | First Name (fname)                           |                                                                            |                |          | max 20    | AS, only hyphens, apostrophes, and spaces                                                                                                                                                                                                   |
|                                                  | Last Name (lname)                            |                                                                            |                |          | max 35    | AS, only hyphens, apostrophes, and spaces                                                                                                                                                                                                   |
|                                                  | Middle Name (mname)                          |                                                                            |                |          | max 20    | AS, only hyphens, apostrophes, and spaces                                                                                                                                                                                                   |
|                                                  | Name Suffix (suffix)                         |                                                                            |                |          |           | ET - Suffix                                                                                                                                                                                                                                 |
|                                                  | ---- if name is a nickname                   |                                                                            |                |          |           | To specify a nickname: A single 'X' must be in the First Name field with the nickname in the last name field (middle name and name suffix fields must be null)                                                                              |
| 2                                                | Tag: 2.016<br>Name: Social Security # (ssan) | No                                                                         |                | up to 4  | exactly 9 | <ul style="list-style-type: none"> <li>positions 1 through 3 (area) cannot be 000 or 666 or 900-999</li> <li>positions 4-5 (group) cannot be 00</li> <li>positions 6-9 (serial number) cannot be 0000</li> <li>cannot be 1111111</li> </ul> |
| 3                                                | Tag: 2.703<br>Name: Driver's License (dlno)  | If present, both State and License # must both be present in an occurrence |                | up to 4  |           |                                                                                                                                                                                                                                             |
|                                                  | Driver's License State (list)                |                                                                            |                |          |           | ET - State                                                                                                                                                                                                                                  |
|                                                  | Driver's License # (lino)                    |                                                                            |                |          | max 20    | ANS                                                                                                                                                                                                                                         |

| Law Enforcement Arrest User Entered - Data Table |                                                      |          |                |         |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------|------------------------------------------------------|----------|----------------|---------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Blk                                              | Field Name and NIST Tag                              | Required | CLSO           | MaxOcc  | Length           | Characters/Values                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 5                                                | Tag: 2.009<br>Name: Originating Agency Case # (oacn) | No       |                |         | min 4,<br>max 20 | ANS, only spaces and hyphens                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 8                                                | Tag: 2.704<br>Name: Arrest Type (arrtyp)             | Yes      |                |         |                  | ET - Arrest Type                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 9                                                | Tag: 1.07<br>Name: Print Agency ORI (dai)            | Yes      | card scan only |         |                  | ET - Agency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 11                                               | Tag: 2.045<br>Name: Date of Arrest (doa)             | Yes      |                |         |                  | Format CCYYMMDD where CC is 19 or 20 and YY is 00 through 99<br>CCYYMMDD must be a valid calendar date<br>Must be less or equal to the current date<br>Must be less than or equal to Transaction Date and Date Printed (CF)                                                                                                                                                                                                                                                                                                                                                                                                              |
| 12                                               | Tag: 2.022<br>Name: Date of Birth (dob)              | Yes      |                | up to 5 |                  | Format CCYYMMDD where CC is 19 or 20 and YY is 00 through 99<br>CCYYMMDD must be a valid calendar date<br><br>Cannot be more than 99 years before Transaction Date with the exception that 19000101 must be allowed (CF)<br><br>Must be 13 or more years less than the Date Printed (CF)<br><br>Must be 13 or more years less than Date of Offense.(if supplied (CF) If Date of Offense is not supplied, Date of Birth must be 14 or more years less than Date of Arrest (CF)<br><br>Must be consistent with Arrest Type: Less than 18 if Arrest Type is 'Juvenile-As-Adult'; Greater than or equal to 18 if Arrest Type is 'Adult' (CF) |
| 13                                               | Tag: 2.024<br>Name: Sex/Gender (sex)                 | Yes      |                |         |                  | ET - Sex                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 14                                               | Tag: 2.025<br>Name: Race (race)                      | Yes      |                |         |                  | ET - Race                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |



| Law Enforcement Arrest User Entered - Data Table |                                                     |                                                                        |      |          |        |                                                                                                  |
|--------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------------------|------|----------|--------|--------------------------------------------------------------------------------------------------|
| Blk                                              | Field Name and NIST Tag                             | Required                                                               | CLSO | MaxOcc   | Length | Characters/Values                                                                                |
| 15                                               | Tag: 2.027<br>Name: Height (hght)                   | Yes                                                                    |      |          |        | Must be in feet and inches (fii) format where f must be from 4 to 7 and ii must be from 00 to 11 |
| 16                                               | Tag: 2.029<br>Name: Weight (wght)                   | Yes                                                                    |      |          |        | Must be in the range 070 through 600<br>For values less than 100, a leading zero is required     |
| 17                                               | Tag: 2.031<br>Name: Eye Color (eyeclr)              | Yes                                                                    |      |          |        | ET - Eye Color                                                                                   |
| 18                                               | Tag: 2.032<br>Name: Hair Color (hrclr)              | Yes                                                                    |      |          |        | ET - Hair Color                                                                                  |
| 19                                               | Tag: 2.026<br>Name: Scars, Marks, and Tattoos (smt) | No<br>If present, Code must be present in an occurrence                |      | up to 10 |        |                                                                                                  |
|                                                  | SMT Code (code)                                     |                                                                        |      |          |        | ET - Tattoo                                                                                      |
|                                                  | SMT Description (smt dsc)                           |                                                                        |      |          | max 20 | ANS                                                                                              |
| 20                                               | Tag: 2.017<br>Name: Miscellaneous Id # (midno)      | No<br>If present, both Type and Value must be present in an occurrence |      | up to 4  |        |                                                                                                  |
|                                                  | Misc Id # Type (notyp)                              |                                                                        |      |          |        | ET - Misc Number Type                                                                            |
|                                                  | Misc Id # Value (noval)                             |                                                                        |      |          | max 12 | ANS, only hyphens                                                                                |
| 21                                               | Tag: 2.041<br>Name: Residence (resfgr)              | No                                                                     |      |          |        |                                                                                                  |
|                                                  | Residence Address 1 (resad1)                        |                                                                        |      |          | max 35 | ANS                                                                                              |
|                                                  | Residence Address 2 (resad2)                        |                                                                        |      |          | max 35 | ANS                                                                                              |
|                                                  | Residence Address 3 (resad3)                        |                                                                        |      |          | max 35 | ANS                                                                                              |
| 116                                              | Tag: 2.702<br>Name: Arrest Agency ORI (aaori)       | Yes                                                                    |      |          |        | ET - Enforce Agency                                                                              |
| 118                                              | Tag: 2.020<br>Name: Place of Birth (pob)            | Yes                                                                    |      |          |        | ET - Place of Birth                                                                              |
| 119                                              | Tag: 2.021<br>Name: Country of Citizenship (coc)    | No                                                                     |      |          |        | ET - Country                                                                                     |

| Law Enforcement Arrest User Entered - Data Table |                                                    |                                                                                                                                                           |      |          |         |                                                                                                                                                                                                                                              |
|--------------------------------------------------|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Blk                                              | Field Name and NIST Tag                            | Required                                                                                                                                                  | CLSO | MaxOcc   | Length  | Characters/Values                                                                                                                                                                                                                            |
| 120                                              | Tag: 2.039<br>Name: Employment (wrkhis)            | No                                                                                                                                                        |      |          |         |                                                                                                                                                                                                                                              |
|                                                  | Occupation (occ)                                   |                                                                                                                                                           |      |          | max 50  | ANS                                                                                                                                                                                                                                          |
|                                                  | Employer Name (emplr)                              |                                                                                                                                                           |      |          | max 29  | ANS                                                                                                                                                                                                                                          |
|                                                  | Employer Address 1 (empad1)                        |                                                                                                                                                           |      |          | max 29  | ANS                                                                                                                                                                                                                                          |
|                                                  | Employer Address 2 (empad2)                        |                                                                                                                                                           |      |          | max 29  | ANS                                                                                                                                                                                                                                          |
|                                                  | Employer Address 3 (empad3)                        |                                                                                                                                                           |      |          | max 29  | ANS                                                                                                                                                                                                                                          |
| 121                                              | Tag: 2.036<br>Name: Photo Available (paidc)        | Yes                                                                                                                                                       |      |          |         | ET - Yes/No                                                                                                                                                                                                                                  |
| 122                                              | Tag: 2.035<br>Name: Palm Prints Available (ppaidc) | Yes                                                                                                                                                       |      |          |         | ET - Yes/No                                                                                                                                                                                                                                  |
| 124-1<br>28                                      | Tag: 2.705<br>Name: Arrest Charge Set (chrg)       | Yes<br>The following must be present in an occurrence: <ul style="list-style-type: none"> <li>• Citation</li> <li>• # Counts</li> <li>• Action</li> </ul> |      | up to 98 |         |                                                                                                                                                                                                                                              |
| 124                                              | Citation (cit)                                     | Yes                                                                                                                                                       |      |          |         | scanning station at local agency:<br>ET - Statute<br>scanning station at CIC:<br>ET - Statute_CIC                                                                                                                                            |
| 125                                              | Charge Description (desc)                          |                                                                                                                                                           |      |          | max 140 | ANS                                                                                                                                                                                                                                          |
| 126                                              | Severity (sev)                                     |                                                                                                                                                           |      |          |         | ET - Severity                                                                                                                                                                                                                                |
| 127                                              | # Counts (cnts)                                    | Yes                                                                                                                                                       |      |          |         | 1-999                                                                                                                                                                                                                                        |
| 128                                              | Date of Offense (odate)                            | Yes                                                                                                                                                       |      |          |         | Format CCYYMMDD where CC is 19 or 20 and YY is 00 through 99<br>CCYYMMDD must be a valid calendar date<br>Must be less or equal to the current date<br>Must be less than or equal to Transaction Date, Date Printed, and Date of Arrest (CF) |

| Law Enforcement Arrest User Entered - Data Table |                                               |          |      |        |        |                                                                                                                                                      |
|--------------------------------------------------|-----------------------------------------------|----------|------|--------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Blk                                              | Field Name and NIST Tag                       | Required | CLSO | MaxOcc | Length | Characters/Values                                                                                                                                    |
| *                                                | Supplement (sup)                              |          |      |        |        | ET - Supplement<br>Must be able to enter multiple values and either user must be able to delimit values by a comma (or scanning station must format) |
| **                                               | Action (actn)                                 | Yes      |      |        |        | ET - Enforce Event                                                                                                                                   |
| *                                                | Charge Remarks (rmk)                          |          |      |        | max 50 | ANS                                                                                                                                                  |
| 144                                              | Tag: 2.056<br>Name: Caution Comments (idcmnt) | No       |      |        | max 50 | ANS                                                                                                                                                  |

If vendor is configuration includes a camera:

| Blk | Field Name and NIST Tag                               | Required | CLSO | MaxOcc | Length | Characters/Values                                                                                                              |
|-----|-------------------------------------------------------|----------|------|--------|--------|--------------------------------------------------------------------------------------------------------------------------------|
|     | 10.003 Image Type                                     | Yes      |      |        |        |                                                                                                                                |
|     | 10.013 Subject Acquisition Profile (may be generated) | Yes      |      |        |        |                                                                                                                                |
|     | 10.019 Lighting Artifacts                             | No       |      |        |        |                                                                                                                                |
|     | 10.020 Subject Pose                                   | Yes      |      | 1      | 1      | Must have one with value "F". Others maybe "L" or "R".                                                                         |
|     | 10.026 Subject Facial Description                     | Yes      |      | 50     | 20     | Must comply with specifications in NIST-2011, including the valid subject facial description attribute code values in Table 75 |

| Test Procedure: Arrest Transaction User Provided Data |     |                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                         |        |                |
|-------------------------------------------------------|-----|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--------|----------------|
| Step                                                  | Who | When                           | Procedure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Expected Result                         | Status | Action if Fail |
| 1                                                     | TC  | LIVESCAN<br>CARDSCAN           | Confirm MCHS configuration for the station is set to allow Arrests                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                         |        |                |
| 2                                                     | TC  | LIVESCAN<br>CARDSCAN<br>PALM   | Confirm MCHS configuration for the station is set to allow Palms                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                         |        |                |
| 3                                                     | TC  | LIVESCAN<br>CARDSCAN<br>CAMERA | Confirm MCHS configuration for the station is set to allow Mugshots                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                         |        |                |
| 4                                                     | TC  | LIVESCAN                       | <p>Download ATN blocks with 1 ATN in Current block and 10 ATNs in the Next block as follows:</p> <p>Select '<u>Maintain or Download ATN Blocks for Livescans</u>' on MCHS web app and select:</p> <ul style="list-style-type: none"> <li>Livescan: <code>ls999999</code></li> <li>Click <i>Select Livescan Station</i></li> <li>Under Set Up Blocks for Download: <ul style="list-style-type: none"> <li>Option: <code>Manually Entered</code></li> <li>ATN Block Set: <ul style="list-style-type: none"> <li>Current <code>900008001</code> through <code>900008001</code></li> <li>Next: <code>900008011</code> through <code>900008020</code></li> </ul> </li> <li>Click <i>Download These ATN Blocks</i></li> </ul> </li> </ul> | Station processes the ATN Block Message |        | Stop test      |

| Test Procedure: Arrest Transaction User Provided Data |        |          |                                                   |                                                                                                                                                                                         |        |                |
|-------------------------------------------------------|--------|----------|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                                  | Who    | When     | Procedure                                         | Expected Result                                                                                                                                                                         | Status | Action if Fail |
| 5                                                     | Vendor | LIVESCAN | Initiate creation of a new Arrest Transaction     | Verify that the data entry fields on the scanning station's data entry screen are either empty or contain the pre-set default.<br><br>Print agency is hard coded MS0999999 for Livescan |        | Retry step     |
| 6                                                     | Vendor | CARDSCAN | Verify print agency is user supplied as MS0999999 | No value in print agency agency initially<br><br>User can supply the value                                                                                                              |        | Stop test      |

| Test Procedure: Arrest Transaction User Provided Data |        |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |                |
|-------------------------------------------------------|--------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                                  | Who    | When                 | Procedure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Expected Result                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Status | Action if Fail |
| 7                                                     | Vendor | LIVESCAN<br>CARDSCAN | <p>Using table provided in above in this test procedure, review each field in the following table and confirm the expected result is met</p> <ul style="list-style-type: none"> <li>Try to enter data in fields that are supposed to use the Edit Tables</li> <li>Try to enter less than the minimum and less than the maximum number of characters/values</li> <li>Try to enter less than the minimum and more than the maximum number of occurrences of a field</li> </ul> <p>Enter "LE-ARR-DE in the Originating Agency Case Number (OACN) field</p> <p>Enter max value and max occurrences in all fields</p> <p>For Edit Table Download selectable fields select the longest value</p> | <p>The data entry fields on the scanning station's data entry screen are either empty or contain the pre-set default</p> <p>Only the fields in the table appear on the screen</p> <p>For cardscan, fields are in same sequence as the applicant card (refer to Blk). TC may permit slight deviation</p> <p>A mechanism like a drop down list is provided (user can not override the value) for all fields provided by the Edit Table Download</p> <p>All fields required to use the Edit Table download require value to be selected and no input by the user</p> <p>User entered fields do not allow less than the minimum or more than the maximum values.</p> <p>User entered fields allow only the character/values specified</p> <p>Maximum number of occurrences of the field are supported</p> <p>Cannot proceed if user entered required fields have not been entered</p> |        | Stop test      |
| 8                                                     | Vendor | LIVESCAN<br>CARDSCAN | Capture/scan ten rolled fingerprints and four plain impressions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Rolled and plain impressions are collected and the scanning station user interface functionality is acceptable to the TC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |        | Stop test      |

| Test Procedure: Arrest Transaction User Provided Data |        |                                |                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                      |        |                |
|-------------------------------------------------------|--------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                                  | Who    | When                           | Procedure                                                                                                                                                                                                                                                                                                                                                                                                             | Expected Result                                                                                                                                                                                                                                                                                                                                                                                      | Status | Action if Fail |
| 9                                                     | Vendor | LIVESCAN<br>CARDSCAN<br>PALM   | Enter Type-15 user entered fields if any<br>Capture palms                                                                                                                                                                                                                                                                                                                                                             | Palms are collected and the scanning station user interface functionality is acceptable to the TC                                                                                                                                                                                                                                                                                                    |        | Stop test      |
| 10                                                    | Vendor | LIVESCAN<br>CARDSCAN<br>CAMERA | Enter Type-10 user entered fields<br>Capture Face Images: <ul style="list-style-type: none"> <li>Try to capture more than 1 frontal, left and right profiles</li> <li>Try to capture just left and right profiles</li> <li>Try to capture frontal with no one in the picture (take a picture of an object)</li> <li>Try and capture frontal with glasses</li> <li>Capture frontal, left and right profiles</li> </ul> | If entered by user SAP level must be 40 or 42 (mobile) <ul style="list-style-type: none"> <li>Only 1 frontal, 1 left and 1 right profile are allowed</li> <li>Frontal is required</li> <li>Frontal must have a face</li> <li>Facial description that subject has glasses is required. (note: best practice is not to wear glasses)</li> <li>Frontal, left and right profiles are captured</li> </ul> |        | Stop test      |
| 11                                                    | Vendor | LIVESCAN<br>CARDSCAN           | Submit transaction                                                                                                                                                                                                                                                                                                                                                                                                    | MS and FBI Responses received                                                                                                                                                                                                                                                                                                                                                                        |        | Stop test      |
| 12                                                    | TC     | LIVESCAN<br>CARDSCAN           | Use the MCHS Prescreening Report to display the transaction                                                                                                                                                                                                                                                                                                                                                           | Overall Transaction Status is Accepted. No errors reported.<br><br>Verify that the first 9 digits of the ATN is from the first of the two blocks in the ATN Message that was downloaded                                                                                                                                                                                                              |        | Retry step     |
| 13                                                    | TC     | LIVESCAN<br>CARDSCAN           | Click the "Workflow" link on the Prescreening Report to display the Workflow report                                                                                                                                                                                                                                                                                                                                   | Transaction processed successfully by MBIS and no issues reported with quality of the biometrics                                                                                                                                                                                                                                                                                                     |        | Retry step     |

#### 4.4.7 Test Procedure: Arrest Transaction Uses Next ATN Block

##### Applicability

- First Tenprint Livescan
- First Tenprint Cardscan

If not applicable proceed to [Test Procedure: Arrest Transaction](#)

##### Overview

This is a comprehensive test procedure verifying multiple requirements in the following areas:

- Transitioning to "next" ATN block
- Printing tenprint card and MS arrest card
- Resubmitting transaction
- Reviewing prints and faces in MBIS

The main purpose of this test is to ensure that the station transitions from using the "Current" ATN block to using the "Next" ATN block. This test relies on the following performed successfully in the previous test:

- ATNs (current and next blocks) were downloaded to the station
- All ATNs in the "current" block were used

In this test:

- A transaction will be created using the first ATN in the Next Block, submitted to MCHS
- Transaction is subsequently resubmitted
- Transaction is printed on paper and card stock.
- The TC will use MCS Prescreening and Workflow Reports to verify transactions in MCHS

Important note: This test requires fingerprinting a person in CIC personnel who has had their fingerprints stored previously in the MBIS Test system under multiple AFIS keys. This is to ensure the transaction goes to the TI Verify stage in MBIS so the TC can review the quality of the fingerprints in TI Verify. The CIC person should be present at the start of this test.



| Test Procedure: Arrest Transaction Uses Next ATN Block |        |                      |                                               |                                                                                                                                                                                       |        |                |
|--------------------------------------------------------|--------|----------------------|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                                   | Who    | When                 | Procedure                                     | Expected Result                                                                                                                                                                       | Status | Action if Fail |
| 1                                                      | Vendor | LIVESCAN<br>CARDSCAN | Initiate creation of a new Arrest Transaction | Verify that the data entry fields on the scanning station's data entry screen are either empty or contain the pre-set default<br><br>Print agency is hardcoded MS0999999 for Livescan |        | Stop test      |

| Test Procedure: Arrest Transaction Uses Next ATN Block |        |                                         |                                 |                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|--------------------------------------------------------|--------|-----------------------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                                   | Who    | When                                    | Procedure                       |                                                                                                                                                               | Expected Result                                                                                                                                                                                                                                                                                                                                               | Status | Action if Fail |
| 2                                                      | Vendor | <div>LIVESCAN</div> <div>CARDSCAN</div> | Enter the following data:       |                                                                                                                                                               | All data can be entered as indicated                                                                                                                                                                                                                                                                                                                          |        | Stop test      |
|                                                        |        |                                         | Field                           | Value                                                                                                                                                         | Text can be entered in mixed case as indicated                                                                                                                                                                                                                                                                                                                |        |                |
|                                                        |        |                                         | Type 1 Record:                  |                                                                                                                                                               | Note regarding Employment and Residence addresses:                                                                                                                                                                                                                                                                                                            |        |                |
|                                                        |        |                                         | 1.07 Print Agency ORI           | Cardscan: MS0999999<br>This field is user entered ONLY IF the certification is for a cardscan.<br>Livescan: NOT user entered.<br>Hardcoded value is MS0999999 | The test data may indicate "empty" fields between two populated fields - e.g. Address1 and Address 3 populated, but not Address 2. The purpose of the test data is to ensure that invalid separator situations do not occur. If scanning station software does not allow empty address lines, this is OK. Vendor must demonstrate this to the test conductor. |        |                |
|                                                        |        |                                         | Type 2 Record:                  |                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                                        |        |                                         | 2.009 Originating Agency Case # | LE-ARR-NB                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                                        |        |                                         | 2.016 Social Security # (0)     | 123456788                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                                        |        |                                         | 2.017 Miscellaneous Id #        | –                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                                        |        |                                         | Misc Id # Type (0)              | Natl Agency Nr                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                                        |        |                                         | Misc Id # Value (0)             | 12-X45                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                                        |        |                                         | Misc Id # Type (1)              | Passport Nr                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                                        |        |                                         | Misc Id # Value (1)             | 123456789012                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                                        |        |                                         | 2.018 Name                      | –                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                                        |        |                                         | Last Name (0)                   | Potter                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                                        |        |                                         | First Name (0)                  | Harold                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                                        |        |                                         | Middle Name (0)                 | Albert                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                               |        |                |

| Test Procedure: Arrest Transaction Uses Next ATN Block |     |      |                                 |                      |                 |        |                |
|--------------------------------------------------------|-----|------|---------------------------------|----------------------|-----------------|--------|----------------|
| Step                                                   | Who | When | Procedure                       |                      | Expected Result | Status | Action if Fail |
|                                                        |     |      | <b>Field</b>                    | <b>Value</b>         |                 |        |                |
|                                                        |     |      | Name Suffix (0)                 | JR                   |                 |        |                |
|                                                        |     |      | Last Name (1)                   | Hippopotamus-Giraffe |                 |        |                |
|                                                        |     |      | First Name (1)                  | Harold               |                 |        |                |
|                                                        |     |      | Middle Name (1)                 | Albert               |                 |        |                |
|                                                        |     |      | Name Suffix (1)                 | (no data)            |                 |        |                |
|                                                        |     |      | 2.020 Place of Birth            | YY                   |                 |        |                |
|                                                        |     |      | 2.021 Country of Citizenship    | EN                   |                 |        |                |
|                                                        |     |      | 2.022 Date of Birth (0)         | 19800831             |                 |        |                |
|                                                        |     |      | 2.024 Sex/Gender                | Male                 |                 |        |                |
|                                                        |     |      | 2.025 Race                      | White                |                 |        |                |
|                                                        |     |      | 2.026 Scars, Marks, and Tattoos | –                    |                 |        |                |
|                                                        |     |      | SMT Code (0)                    | SC FHD               |                 |        |                |
|                                                        |     |      | SMT Description (0)             | (no data)            |                 |        |                |
|                                                        |     |      | SMT Code (1)                    | TAT UL ARM           |                 |        |                |
|                                                        |     |      | SMT Description (1)             | Owl                  |                 |        |                |
|                                                        |     |      | 2.027 Height                    | 507                  |                 |        |                |
|                                                        |     |      | 2.029 Weight                    | 130                  |                 |        |                |

| Test Procedure: Arrest Transaction Uses Next ATN Block |     |      |                             |                                                                                                                              |                 |        |                |
|--------------------------------------------------------|-----|------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------|-----------------|--------|----------------|
| Step                                                   | Who | When | Procedure                   |                                                                                                                              | Expected Result | Status | Action if Fail |
|                                                        |     |      | <b>Field</b>                | <b>Value</b>                                                                                                                 |                 |        |                |
|                                                        |     |      | 2.031 Eye Color             | Hazel                                                                                                                        |                 |        |                |
|                                                        |     |      | 2.032 Hair Color            | Brown                                                                                                                        |                 |        |                |
|                                                        |     |      | 2.035 Palm Prints Available | Yes                                                                                                                          |                 |        |                |
|                                                        |     |      | 2.036 Photo Available       | No                                                                                                                           |                 |        |                |
|                                                        |     |      | 2.038 Date Printed          | Cardscan: 20170405<br>This field is user entered ONLY IF the certification is for a cardscan.<br>Livescan: NOT user entered. |                 |        |                |
|                                                        |     |      | 2.039 Employment            | –                                                                                                                            |                 |        |                |
|                                                        |     |      | Occupation                  | Construction                                                                                                                 |                 |        |                |
|                                                        |     |      | Employer Name               | Reynolds Corp.                                                                                                               |                 |        |                |
|                                                        |     |      | Employer Address 1          | Division 1A                                                                                                                  |                 |        |                |
|                                                        |     |      | Employer Address 2          | Suite 45                                                                                                                     |                 |        |                |
|                                                        |     |      | Employer Address 3          | Riverville, MS 22222                                                                                                         |                 |        |                |
|                                                        |     |      | 2.041 Residence             | –                                                                                                                            |                 |        |                |
|                                                        |     |      | Residence Address 1         | 200 Side Street                                                                                                              |                 |        |                |
|                                                        |     |      | Residence Address 2         | Apt. 40                                                                                                                      |                 |        |                |
|                                                        |     |      | Residence Address 3         | Riverville, MS 22225                                                                                                         |                 |        |                |
|                                                        |     |      | 2.045 Date of Arrest        | 20170405                                                                                                                     |                 |        |                |

| Test Procedure: Arrest Transaction Uses Next ATN Block |     |      |                            |                                                                                                                                                                                                                             |                 |        |                |
|--------------------------------------------------------|-----|------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------|----------------|
| Step                                                   | Who | When | Procedure                  |                                                                                                                                                                                                                             | Expected Result | Status | Action if Fail |
|                                                        |     |      | <b>Field</b>               | <b>Value</b>                                                                                                                                                                                                                |                 |        |                |
|                                                        |     |      | 2.056 Caution Comments     | Uses a Nimbus 2000 broomstick                                                                                                                                                                                               |                 |        |                |
|                                                        |     |      | 2.701 Arrest Tracking #    | Cardscan: 9000040000<br>Enter THIS ATN, do NOT enter the ATN on test tenprint card.<br>This field is user entered ONLY IF the certification is for a cardscan.<br>Livescan: Assigned by livescan from downloaded ATN Block. |                 |        |                |
|                                                        |     |      | 2.702 Arrest Agency ORI    | MS0999999                                                                                                                                                                                                                   |                 |        |                |
|                                                        |     |      | 2.703 Drivers License      | -                                                                                                                                                                                                                           |                 |        |                |
|                                                        |     |      | Driver's License State (0) | MS                                                                                                                                                                                                                          |                 |        |                |
|                                                        |     |      | Driver's License # (0)     | 111-333-666                                                                                                                                                                                                                 |                 |        |                |
|                                                        |     |      | Driver's License State (1) | AK                                                                                                                                                                                                                          |                 |        |                |
|                                                        |     |      | Driver's License # (1)     | 222-333-666                                                                                                                                                                                                                 |                 |        |                |
|                                                        |     |      | 2.704 Arrest Type          | Adult                                                                                                                                                                                                                       |                 |        |                |
|                                                        |     |      | 2.705 Arrest Charge Set    | -                                                                                                                                                                                                                           |                 |        |                |
|                                                        |     |      | Citation (0)               | 49-7-31.1                                                                                                                                                                                                                   |                 |        |                |

| Test Procedure: Arrest Transaction Uses Next ATN Block |        |                                    |                                                                                           |                                |                                                                                                           |        |                |
|--------------------------------------------------------|--------|------------------------------------|-------------------------------------------------------------------------------------------|--------------------------------|-----------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                                   | Who    | When                               | Procedure                                                                                 |                                | Expected Result                                                                                           | Status | Action if Fail |
|                                                        |        |                                    | <b>Field</b>                                                                              | <b>Value</b>                   |                                                                                                           |        |                |
|                                                        |        |                                    | Charge Description (0)                                                                    | Hunting without an orange vest |                                                                                                           |        |                |
|                                                        |        |                                    | Supplement (0)                                                                            | Conspiracy, Abet               |                                                                                                           |        |                |
|                                                        |        |                                    | Severity (0)                                                                              | Misdemeanor                    |                                                                                                           |        |                |
|                                                        |        |                                    | # Counts (0)                                                                              | 2                              |                                                                                                           |        |                |
|                                                        |        |                                    | Date of Offense (0)                                                                       | 20170401                       |                                                                                                           |        |                |
|                                                        |        |                                    | Action (0)                                                                                | Arrest Charge                  |                                                                                                           |        |                |
|                                                        |        |                                    | Charge Remarks (0)                                                                        | No shirt either                |                                                                                                           |        |                |
|                                                        |        |                                    | Citation (1)                                                                              | 97-19-21(2)                    |                                                                                                           |        |                |
|                                                        |        |                                    | Charge Description (1)                                                                    | Hunting without a gun          |                                                                                                           |        |                |
|                                                        |        |                                    | Supplement (1)                                                                            | (no data)                      |                                                                                                           |        |                |
|                                                        |        |                                    | Severity (1)                                                                              | Misdemeanor                    |                                                                                                           |        |                |
|                                                        |        |                                    | # Counts (1)                                                                              | 4                              |                                                                                                           |        |                |
|                                                        |        |                                    | Date of Offense (1)                                                                       | 20170402                       |                                                                                                           |        |                |
|                                                        |        |                                    | Action (1)                                                                                | Indictment charge              |                                                                                                           |        |                |
|                                                        |        |                                    | Charge Remarks (1)                                                                        | (no data)                      |                                                                                                           |        |                |
| 3                                                      | Vendor | <b>LIVESCAN</b><br><b>CARDSCAN</b> | Capture/scan ten rolled fingerprints <u>from the CIC personnel</u> (not from the vendor). |                                | Rolled prints are collected and the scanning station user interface functionality is acceptable to the TC |        | Stop test      |

| Test Procedure: Arrest Transaction Uses Next ATN Block |        |                              |                                                                                                                               |                                                                                                                             |        |                |
|--------------------------------------------------------|--------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                                   | Who    | When                         | Procedure                                                                                                                     | Expected Result                                                                                                             | Status | Action if Fail |
| 4                                                      | Vendor | LIVESCAN                     | Incorrectly capture four plain impressions by reversing hands and try to submit the transaction. CIC personnel used for this. | Plains are collected. Scanning station performs sequence checking and does not allow the station to submit the transactions |        | Stop test      |
| 5                                                      | Vendor | LIVESCAN<br>CARDSCAN         | Correctly capture/scan four plain impressions. CIC personnel used for this.                                                   | Plain impressions are collected and the scanning station user interface functionality is acceptable to the TC               |        | Stop test      |
| 6                                                      | Vendor | LIVESCAN<br>CARDSCAN<br>PALM | Capture/scan palms. CIC personnel used for this.                                                                              | Palms are collected and the scanning station user interface functionality is acceptable to the TC                           |        | Stop test      |

| Test Procedure: Arrest Transaction Uses Next ATN Block |        |                                                     |                                                                                                            |                                                                                                         |        |                |
|--------------------------------------------------------|--------|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                                   | Who    | When                                                | Procedure                                                                                                  | Expected Result                                                                                         | Status | Action if Fail |
| 7                                                      | Vendor | <b>LIVESCAN</b><br><b>CARDSCAN</b><br><b>CAMERA</b> | Capture Frontal, Left and Right profile of the face and enter the following (CIC personnel used for this): | Face images are collected and the scanning station user interface functionality is acceptable to the TC |        | Stop test      |
|                                                        |        |                                                     | <i>Field</i>                                                                                               |                                                                                                         |        |                |
|                                                        |        |                                                     | <i>Value</i>                                                                                               |                                                                                                         |        |                |
|                                                        |        |                                                     | <b>Type 10 Record:</b>                                                                                     |                                                                                                         |        |                |
|                                                        |        |                                                     | Livescan only                                                                                              |                                                                                                         |        |                |
|                                                        |        |                                                     | 10.003 Image Type                                                                                          |                                                                                                         |        |                |
|                                                        |        |                                                     | FACE                                                                                                       |                                                                                                         |        |                |
|                                                        |        |                                                     | 10.013 Subject Acquisition Profile (may be generated)                                                      |                                                                                                         |        |                |
|                                                        |        |                                                     | 40                                                                                                         |                                                                                                         |        |                |
|                                                        |        |                                                     | 10.019 Lighting Artifacts                                                                                  |                                                                                                         |        |                |
|                                                        |        |                                                     | F                                                                                                          |                                                                                                         |        |                |
|                                                        |        |                                                     | 10.020 Subject Pose                                                                                        |                                                                                                         |        |                |
|                                                        |        |                                                     | F                                                                                                          |                                                                                                         |        |                |
|                                                        |        |                                                     | 10.026 Subject Facial Description                                                                          |                                                                                                         |        |                |
|                                                        |        |                                                     | NEUTRAL for one of the values. Other values for this field may additionally be added.                      |                                                                                                         |        |                |
|                                                        |        |                                                     | <b>Type 10 Record:</b>                                                                                     |                                                                                                         |        |                |
|                                                        |        |                                                     | Livescan only                                                                                              |                                                                                                         |        |                |
|                                                        |        |                                                     | 10.003 Image Type                                                                                          |                                                                                                         |        |                |
|                                                        |        |                                                     | FACE                                                                                                       |                                                                                                         |        |                |
|                                                        |        |                                                     | 10.013 Subject Acquisition Profile                                                                         |                                                                                                         |        |                |
|                                                        |        |                                                     | 40                                                                                                         |                                                                                                         |        |                |
|                                                        |        |                                                     | 10.019 Lighting Artifacts                                                                                  |                                                                                                         |        |                |
|                                                        |        |                                                     | F                                                                                                          |                                                                                                         |        |                |
|                                                        |        |                                                     | 10.020 Subject Pose                                                                                        |                                                                                                         |        |                |
|                                                        |        |                                                     | L                                                                                                          |                                                                                                         |        |                |



| Test Procedure: Arrest Transaction Uses Next ATN Block |        |                                    |                                                                                     |                                                                                       |                                                                                                  |        |                |
|--------------------------------------------------------|--------|------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                                   | Who    | When                               | Procedure                                                                           |                                                                                       | Expected Result                                                                                  | Status | Action if Fail |
|                                                        |        |                                    | <b>Field</b>                                                                        | <b>Value</b>                                                                          |                                                                                                  |        |                |
|                                                        |        |                                    | 10.026 Subject Facial Description                                                   | NEUTRAL for one of the values. Other values for this field may additionally be added. |                                                                                                  |        |                |
|                                                        |        |                                    | <b>Type 10 Record:</b>                                                              | Livescan only                                                                         |                                                                                                  |        |                |
|                                                        |        |                                    | 10.003 Image Type                                                                   | FACE                                                                                  |                                                                                                  |        |                |
|                                                        |        |                                    | 10.013 Subject Acquisition Profile                                                  | 40                                                                                    |                                                                                                  |        |                |
|                                                        |        |                                    | 10.019 Lighting Artifacts                                                           | F                                                                                     |                                                                                                  |        |                |
|                                                        |        |                                    | 10.020 Subject Pose                                                                 | R                                                                                     |                                                                                                  |        |                |
|                                                        |        |                                    | 10.026 Subject Facial Description                                                   | NEUTRAL for one of the values. Other values for this field may additionally be added. |                                                                                                  |        |                |
| 8                                                      | Vendor | <b>LIVESCAN</b><br><b>CARDSCAN</b> | Submit transaction                                                                  |                                                                                       | MS and FBI Responses received                                                                    |        | Stop test      |
| 9                                                      | TC     | <b>LIVESCAN</b><br><b>CARDSCAN</b> | Use the MCHS Web application Prescreening Report to display the transaction         |                                                                                       | Overall Transaction Status is Accepted. No errors reported                                       |        | Stop test      |
| 10                                                     | TC     | <b>LIVESCAN</b><br><b>CARDSCAN</b> | Click the "Workflow" link on the Prescreening report to display the Workflow report |                                                                                       | Transaction processed successfully by MBIS and no issues reported with quality of the biometrics |        | Stop test      |
| 11                                                     | Vendor | <b>LIVESCAN</b><br><b>CARDSCAN</b> | Verify the transaction is stored on the scanning station.                           |                                                                                       | Transaction is found.                                                                            |        | Stop test      |

| Test Procedure: Arrest Transaction Uses Next ATN Block |        |                                |                                                                                                |                                                                                                                                                                                           |        |                |
|--------------------------------------------------------|--------|--------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                                   | Who    | When                           | Procedure                                                                                      | Expected Result                                                                                                                                                                           | Status | Action if Fail |
| 12                                                     | Vendor | LIVESCAN<br>CARDSCAN           | Select the stored Arrest transaction, change the Originating agency case number to LE-ARR-NBR. | Transaction demographics can be changed.                                                                                                                                                  |        | Stop test      |
| 13                                                     | Vendor | LIVESCAN<br>CARDSCAN           | Submit transaction.                                                                            | MS and FBI Responses received.                                                                                                                                                            |        | Stop test      |
| 14                                                     | TC     | LIVESCAN<br>CARDSCAN           | Use the MCHS Web application Prescreening Report to display the transaction.                   | Overall Transaction Status is Accepted. No errors reported.<br><br>Verify that the first 9 digits of the ATN is from the second of the two blocks in the ATN Message that was downloaded. |        | Stop test      |
| 15                                                     | TC     | LIVESCAN<br>CARDSCAN           | Click the "Workflow" link on the Prescreening report to display the Workflow report.           | Transaction processed successfully by MBIS and no issues reported with quality of the biometrics.                                                                                         |        | Stop test      |
| 16                                                     | TC     | LIVESCAN<br>CARDSCAN           | Review the prints in MBIS                                                                      | Quality of the prints is acceptable to MBIS and the TC                                                                                                                                    |        | Stop test      |
| 17                                                     | TC     | LIVESCAN<br>CARDSCAN<br>CAMERA | Review face images in MBIS/Reveal                                                              | Quality of the images is acceptable to MBIS/Reveal and the TC                                                                                                                             |        |                |

| Test Procedure: Arrest Transaction Uses Next ATN Block |        |                                    |                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |        |                |
|--------------------------------------------------------|--------|------------------------------------|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                                   | Who    | When                               | Procedure                                                                                               | Expected Result                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Status | Action if Fail |
| 18                                                     | Vendor | <b>LIVESCAN</b><br><b>CARDSCAN</b> | Select a stored Arrest Transaction and print a tenprint card on 8 1/2 x 11 paper and an MS Arrest Card. | <p>Verify the format of the printed image of a card: "print the fingerprint images and demographic data on 8 ½ x 11 paper using an embedded template such that the image and data formats appear on the paper to look like the FBI Arrest Card".</p> <p>Verify Lines on card.</p> <p>Verify the contents of the printed applicant card</p> <p>Verify that the prints and data that are entered for printing cannot be submitted to MCHS unless the operator specifically requests this.</p> <p>Look at the Prescreening Transaction Report to verify that the transaction was not submitted.</p> <p>Verify that all data is correctly positioned on the FBI Arrest Card.</p> <p>Verify the contents of the printed applicant card.</p> <p>Verify that the prints and data that are entered for printing cannot be submitted to MCHS unless the operator specifically requests this.</p> <p>Look at the Prescreening Transaction Report to verify that the transaction was not submitted.</p> |        | Stop test      |

#### 4.4.8 Test Procedure: Arrest Transaction Keeps Track of ATN Usage

##### Applicability

- First tenprint livescan
- First tenprint cardscan

If not applicable proceed to [Test Procedure: Arrest Transaction](#)

##### Overview

This is a comprehensive test procedure verifies that if station is in the Next range of ATNs and then gets an ATN Block Message in which the Current range is the same as the previous Next range, that the station keeps track of where it is and picks up where it left off. It is acceptable if the station skips some ATNs as long as it uses an unused ATN in the Current or Next range.

This test depends on the previous test in the following ways:

- An ATN block message was downloaded to the livescan and the station is currently using ATNs in the Next range.

In this test:

- A transaction is created by the livescan and processed by MCHS to verify ATN usage
- Verify livescan receives MS and FBI responses
- TC verifies livescan user interface is acceptable

| Test Procedure: Arrest Transaction Keeps Track of ATN Usage |        |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                              |        |                |
|-------------------------------------------------------------|--------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                                        | Who    | When                 | Procedure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Expected Result                                                                                                                                                                              | Status | Action if Fail |
| 1                                                           | TC     | LIVESCAN<br>CARDSCAN | <p>Download ATN blocks with 10 ATN in Current block and 10 ATNs in the Next block, where the 10 in the Current block are the same as the 10 in the Next block of the previous ATN download message.</p> <p>Select '<u>Maintain or Download ATN Blocks for Livescans</u>' on MCHS web app and select:</p> <ul style="list-style-type: none"> <li>• Livescan: 1s999999</li> <li>• Click <i>Select Livescan Station</i></li> <li>• Under Set Up Blocks for Download: <ul style="list-style-type: none"> <li>◦ Option: Manually Entered</li> <li>◦ ATN Block Set: <ul style="list-style-type: none"> <li>• Current 900008011 through 900008020</li> <li>• Next: 900008021 through 900008031</li> <li>• Click <i>Download These ATN Blocks</i></li> </ul> </li> </ul> </li> </ul> | Station processes the ATN Block Message                                                                                                                                                      |        |                |
| 2                                                           | Vendor | LIVESCAN<br>CARDSCAN | Initiate creation of a new Arrest Transaction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>Verify that the data entry fields on the scanning station's data entry screen are either empty or contain the pre-set default</p> <p>Print agency is hardcoded MS0999999 for Livescan</p> |        | Stop test      |

| Test Procedure: Arrest Transaction Keeps Track of ATN Usage |        |                                         |                                 |                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|-------------------------------------------------------------|--------|-----------------------------------------|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                                        | Who    | When                                    | Procedure                       |                                                                                                                                                                 | Expected Result                                                                                                                                                                                                                                                                                                                                               | Status | Action if Fail |
| 3                                                           | Vendor | <div>LIVESCAN</div> <div>CARDSCAN</div> | Enter the following data:       |                                                                                                                                                                 | All data can be entered as indicated                                                                                                                                                                                                                                                                                                                          |        | Stop test      |
|                                                             |        |                                         | Field                           | Value                                                                                                                                                           | Text can be entered in mixed case as indicated                                                                                                                                                                                                                                                                                                                |        |                |
|                                                             |        |                                         | Type 1 Record:                  |                                                                                                                                                                 | Note regarding Employment and Residence addresses:                                                                                                                                                                                                                                                                                                            |        |                |
|                                                             |        |                                         | 1.07 Print Agency ORI           | Cardscan: MS0999999<br>This field is user entered ONLY IF the certification is for a cardscan.<br>Livescan: NOT user entered.<br>Hardcoded value as MS0999999 . | The test data may indicate "empty" fields between two populated fields - e.g. Address1 and Address 3 populated, but not Address 2. The purpose of the test data is to ensure that invalid separator situations do not occur. If scanning station software does not allow empty address lines, this is ok. Vendor must demonstrate this to the test conductor. |        |                |
|                                                             |        |                                         | Type 2 Record:                  |                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                                             |        |                                         | 2.009 Originating Agency Case # | LE-ARR-TRK                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                                             |        |                                         | 2.016 Social Security # (0)     | 123456450                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                                             |        |                                         | Social Security # (1)           | 222456789                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                                             |        |                                         | 2.017 Miscellaneous Id #        | –                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                                             |        |                                         | Misc Id # Type (0)              | Natl Agency Nr                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                                             |        |                                         | Misc Id # Value (0)             | 12-X4530                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                                             |        |                                         | 2.018 Name                      | –                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                                             |        |                                         | Last Name (0)                   | Bond                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                                             |        |                                         | First Name (0)                  | James                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                                             |        |                                         | Middle Name (0)                 | Earl                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                                             |        |                                         | Name Suffix (0)                 | SR                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                               |        |                |

| Test Procedure: Arrest Transaction Keeps Track of ATN Usage |     |      |                                 |                |                 |        |                |
|-------------------------------------------------------------|-----|------|---------------------------------|----------------|-----------------|--------|----------------|
| Step                                                        | Who | When | Procedure                       |                | Expected Result | Status | Action if Fail |
|                                                             |     |      | <b>Field</b>                    | <b>Value</b>   |                 |        |                |
|                                                             |     |      | 2.020 Place of Birth            | NZ             |                 |        |                |
|                                                             |     |      | 2.021 Country of Citizenship    | EN             |                 |        |                |
|                                                             |     |      | 2.022 Date of Birth (0)         | 19800831       |                 |        |                |
|                                                             |     |      | Date of Birth (1)               | 19791130       |                 |        |                |
|                                                             |     |      | Date of Birth (2)               | 19790620       |                 |        |                |
|                                                             |     |      | 2.024 Sex/Gender                | Male           |                 |        |                |
|                                                             |     |      | 2.025 Race                      | Black          |                 |        |                |
|                                                             |     |      | 2.026 Scars, Marks, and Tattoos | –              |                 |        |                |
|                                                             |     |      | SMT Code (0)                    | SC FHD         |                 |        |                |
|                                                             |     |      | SMT Description (0)             | Lightning Bolt |                 |        |                |
|                                                             |     |      | 2.027 Height                    | 511            |                 |        |                |
|                                                             |     |      | 2.029 Weight                    | 230            |                 |        |                |
|                                                             |     |      | 2.031 Eye Color                 | Hazel          |                 |        |                |
|                                                             |     |      | 2.032 Hair Color                | Black          |                 |        |                |
|                                                             |     |      | 2.035 Palm Prints Available     | Yes            |                 |        |                |
|                                                             |     |      | 2.036 Photo Available           | No             |                 |        |                |

| Test Procedure: Arrest Transaction Keeps Track of ATN Usage |     |      |                        |                                                                                               |                 |        |                |
|-------------------------------------------------------------|-----|------|------------------------|-----------------------------------------------------------------------------------------------|-----------------|--------|----------------|
| Step                                                        | Who | When | Procedure              |                                                                                               | Expected Result | Status | Action if Fail |
|                                                             |     |      | <b>Field</b>           | <b>Value</b>                                                                                  |                 |        |                |
|                                                             |     |      | 2.038 Date Printed     | Cardscan: 20170415<br>This field is user entered ONLY IF the certification is for a cardscan. |                 |        |                |
|                                                             |     |      | 2.039 Employment       | –                                                                                             |                 |        |                |
|                                                             |     |      | Occupation             | Food Server                                                                                   |                 |        |                |
|                                                             |     |      | Employer Name          | ABC Restaurant                                                                                |                 |        |                |
|                                                             |     |      | Employer Address 1     | Brookville, MS                                                                                |                 |        |                |
|                                                             |     |      | Employer Address 2     | (no data)                                                                                     |                 |        |                |
|                                                             |     |      | Employer Address 3     | (no data)                                                                                     |                 |        |                |
|                                                             |     |      | 2.041 Residence        | –                                                                                             |                 |        |                |
|                                                             |     |      | Residence Address 1    | 7250 Side Street                                                                              |                 |        |                |
|                                                             |     |      | Residence Address 2    | (no data)                                                                                     |                 |        |                |
|                                                             |     |      | Residence Address 3    | Riverville, MS 22225                                                                          |                 |        |                |
|                                                             |     |      | 2.045 Date of Arrest   | 20170405                                                                                      |                 |        |                |
|                                                             |     |      | 2.056 Caution Comments | Uses a Nimbus 2000 broomstick                                                                 |                 |        |                |



| Test Procedure: Arrest Transaction Keeps Track of ATN Usage |     |      |                            |                                                                                                                                                                                                                        |                 |        |                |
|-------------------------------------------------------------|-----|------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------|----------------|
| Step                                                        | Who | When | Procedure                  |                                                                                                                                                                                                                        | Expected Result | Status | Action if Fail |
|                                                             |     |      | <b>Field</b>               | <b>Value</b>                                                                                                                                                                                                           |                 |        |                |
|                                                             |     |      | 2.701 Arrest Tracking #    | Cardscan: 9000040019<br>Enter THIS ATN, do NOT enter the ATN on the test card.<br>This field is user entered ONLY IF the certification is for a cardscan.<br>Livescan: Assigned by livescan from downloaded ATN Block. |                 |        |                |
|                                                             |     |      | 2.702 Arrest Agency ORI    | MS0999999                                                                                                                                                                                                              |                 |        |                |
|                                                             |     |      | 2.703 Drivers License      | -                                                                                                                                                                                                                      |                 |        |                |
|                                                             |     |      | Driver's License State (0) | MS                                                                                                                                                                                                                     |                 |        |                |
|                                                             |     |      | Driver's License # (0)     | 111-333-666                                                                                                                                                                                                            |                 |        |                |
|                                                             |     |      | 2.704 Arrest Type          | Adult                                                                                                                                                                                                                  |                 |        |                |
|                                                             |     |      | 2.705 Arrest Charge Set    | -                                                                                                                                                                                                                      |                 |        |                |
|                                                             |     |      | Citation (0)               | 97-19-19                                                                                                                                                                                                               |                 |        |                |
|                                                             |     |      | Charge Description (0)     | Hunting without a hat                                                                                                                                                                                                  |                 |        |                |
|                                                             |     |      | Supplement (0)             | Abet                                                                                                                                                                                                                   |                 |        |                |
|                                                             |     |      | Severity (0)               | Misdemeanor                                                                                                                                                                                                            |                 |        |                |

| Test Procedure: Arrest Transaction Keeps Track of ATN Usage |        |                              |                                               |                     |                                                                                                               |        |                |
|-------------------------------------------------------------|--------|------------------------------|-----------------------------------------------|---------------------|---------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                                        | Who    | When                         | Procedure                                     |                     | Expected Result                                                                                               | Status | Action if Fail |
|                                                             |        |                              | <i>Field</i>                                  | <i>Value</i>        |                                                                                                               |        |                |
|                                                             |        |                              | # Counts (0)                                  | 2                   |                                                                                                               |        |                |
|                                                             |        |                              | Date of Offense (0)                           | 20170401            |                                                                                                               |        |                |
|                                                             |        |                              | Action (0)                                    | Arrest charge       |                                                                                                               |        |                |
|                                                             |        |                              | Charge Remarks (0)                            | Remark for Charge 1 |                                                                                                               |        |                |
| 4                                                           | Vendor | LIVESCAN<br>CARDSCAN         | Capture/scan ten rolled fingerprints          |                     | Rolled prints are collected and the scanning station user interface functionality is acceptable to the TC     |        | Stop test      |
| 5                                                           | Vendor | LIVESCAN<br>CARDSCAN         | Correctly capture/scan four plain impressions |                     | Plain impressions are collected and the scanning station user interface functionality is acceptable to the TC |        | Stop test      |
| 6                                                           | Vendor | LIVESCAN<br>CARDSCAN<br>PALM | Capture/scan palms                            |                     | Palms are collected and the scanning station user interface functionality is acceptable to the TC             |        | Stop test      |

| Test Procedure: Arrest Transaction Keeps Track of ATN Usage |        |                                                     |                                                                                       |                                                                                                         |        |                |
|-------------------------------------------------------------|--------|-----------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                                        | Who    | When                                                | Procedure                                                                             | Expected Result                                                                                         | Status | Action if Fail |
| 7                                                           | Vendor | <b>LIVESCAN</b><br><b>CARDSCAN</b><br><b>CAMERA</b> | Capture Frontal, Left and Right profile of the face and enter the following:          | Face images are collected and the scanning station user interface functionality is acceptable to the TC |        | Stop test      |
|                                                             |        |                                                     | <i>Field</i>                                                                          |                                                                                                         |        |                |
|                                                             |        |                                                     | <i>Value</i>                                                                          |                                                                                                         |        |                |
|                                                             |        |                                                     | <b>Type 10 Record:</b>                                                                |                                                                                                         |        |                |
|                                                             |        |                                                     | Livescan only                                                                         |                                                                                                         |        |                |
|                                                             |        |                                                     | 10.003 Image Type                                                                     |                                                                                                         |        |                |
|                                                             |        |                                                     | FACE                                                                                  |                                                                                                         |        |                |
|                                                             |        |                                                     | 10.013 Subject Acquisition Profile (may be generated)                                 |                                                                                                         |        |                |
|                                                             |        |                                                     | 40                                                                                    |                                                                                                         |        |                |
|                                                             |        |                                                     | 10.019 Lighting Artifacts                                                             |                                                                                                         |        |                |
|                                                             |        |                                                     | F                                                                                     |                                                                                                         |        |                |
|                                                             |        |                                                     | 10.020 Subject Pose                                                                   |                                                                                                         |        |                |
|                                                             |        |                                                     | F                                                                                     |                                                                                                         |        |                |
|                                                             |        |                                                     | 10.026 Subject Facial Description                                                     |                                                                                                         |        |                |
|                                                             |        |                                                     | NEUTRAL for one of the values. Other values for this field may additionally be added. |                                                                                                         |        |                |
|                                                             |        |                                                     | <b>Type 10 Record:</b>                                                                |                                                                                                         |        |                |
|                                                             |        |                                                     | Livescan only                                                                         |                                                                                                         |        |                |
|                                                             |        |                                                     | 10.003 Image Type                                                                     |                                                                                                         |        |                |
|                                                             |        |                                                     | FACE                                                                                  |                                                                                                         |        |                |
|                                                             |        |                                                     | 10.013 Subject Acquisition Profile                                                    |                                                                                                         |        |                |
|                                                             |        |                                                     | 40                                                                                    |                                                                                                         |        |                |
|                                                             |        |                                                     | 10.019 Lighting Artifacts                                                             |                                                                                                         |        |                |
|                                                             |        |                                                     | F                                                                                     |                                                                                                         |        |                |
|                                                             |        |                                                     | 10.020 Subject Pose                                                                   |                                                                                                         |        |                |
|                                                             |        |                                                     | L                                                                                     |                                                                                                         |        |                |

| Test Procedure: Arrest Transaction Keeps Track of ATN Usage |        |                                    |                                                                                     |                                                                                       |                                                                                                                                                                                                                                       |        |                |
|-------------------------------------------------------------|--------|------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                                        | Who    | When                               | Procedure                                                                           |                                                                                       | Expected Result                                                                                                                                                                                                                       | Status | Action if Fail |
|                                                             |        |                                    | <b>Field</b>                                                                        | <b>Value</b>                                                                          |                                                                                                                                                                                                                                       |        |                |
|                                                             |        |                                    | 10.026 Subject Facial Description                                                   | NEUTRAL for one of the values. Other values for this field may additionally be added. |                                                                                                                                                                                                                                       |        |                |
|                                                             |        |                                    | <b>Type 10 Record:</b>                                                              | Livescan only                                                                         |                                                                                                                                                                                                                                       |        |                |
|                                                             |        |                                    | 10.003 Image Type                                                                   | FACE                                                                                  |                                                                                                                                                                                                                                       |        |                |
|                                                             |        |                                    | 10.013 Subject Acquisition Profile                                                  | 40                                                                                    |                                                                                                                                                                                                                                       |        |                |
|                                                             |        |                                    | 10.019 Lighting Artifacts                                                           | F                                                                                     |                                                                                                                                                                                                                                       |        |                |
|                                                             |        |                                    | 10.020 Subject Pose                                                                 | R                                                                                     |                                                                                                                                                                                                                                       |        |                |
|                                                             |        |                                    | 10.026 Subject Facial Description                                                   | NEUTRAL for one of the values. Other values for this field may additionally be added. |                                                                                                                                                                                                                                       |        |                |
| 8                                                           | Vendor | <b>LIVESCAN</b><br><b>CARDSCAN</b> | Submit transaction                                                                  |                                                                                       | MS and FBI Responses received                                                                                                                                                                                                         |        | Stop test      |
| 9                                                           | TC     | <b>LIVESCAN</b><br><b>CARDSCAN</b> | Use the MCHS Web application Prescreening Report to display the transaction         |                                                                                       | Overall Transaction Status is Accepted. No errors reported<br><br>Verify that the first 9 digits of the ATN is from the first of the two blocks in the ATN Message that was downloaded and ATN from previous submission is not reused |        | Stop test      |
| 10                                                          | TC     | <b>LIVESCAN</b><br><b>CARDSCAN</b> | Click the "Workflow" link on the Prescreening report to display the Workflow report |                                                                                       | Transaction processed successfully by MBIS and no issues reported with quality of the biometrics                                                                                                                                      |        | Stop test      |

#### 4.4.9 Test Procedure: Arrest Transaction (Subsequent Livescan/Cardscan)

##### Applicability

- Subsequent tenprint livescan
- Subsequent cardscan
- Does not apply to first livescan or first cardscan - [skip this test](#) if not the first livescan or cardscan

If certification is for first livescan or cardscan, skip this test and proceed directly to [Test Procedure: Law Enforcement Data Entry and Validation](#)

##### Overview

This is a test procedure assesses the biometric image capture and image quality. An arrest transaction will be submitted to MCHS and processed end-to-end verifying SMTPS connectivity and email structure conformance as well as biometric image capture and quality assessment.

In this test:

- Biometrics are captured and the hands are swapped to verify the station performs sequence checking and doesn't permit the transaction to be submitted to MCHS.
- Biometrics are captured correctly, submitted to MCHS and responses received.
- TC verifies quality of biometrics in MBIS.
- TC verifies station user interface is acceptable.

Important note: This test requires fingerprinting a person in CIC personnel who has had their fingerprints stored previously in the MBIS Test system under multiple AFIS keys. This is to ensure the transaction goes to the TI Verify stage in MBIS so the TC can review the quality of the fingerprints in TI Verify. The CIC person should be present at the start of this test.

| Test Procedure: Arrest Transaction (Subsequent Livescan/Cardscan) |        |                                         |                                               |                                                                                                                                                                                       |        |                |
|-------------------------------------------------------------------|--------|-----------------------------------------|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                                              | Who    | When                                    | Procedure                                     | Expected Result                                                                                                                                                                       | Status | Action if Fail |
| 1                                                                 | Vendor | <div>LIVESCAN</div> <div>CARDSCAN</div> | Initiate creation of a new arrest transaction | Verify that the data entry fields on the scanning station's data entry screen are either empty or contain the pre-set default<br><br>Print agency is hardcoded MS0999999 for Livescan |        | Stop test      |

| Test Procedure: Arrest Transaction (Subsequent Livescan/Cardscan) |        |                                         |                                 |                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|-------------------------------------------------------------------|--------|-----------------------------------------|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                                              | Who    | When                                    | Procedure                       |                                                                                                                                                                | Expected Result                                                                                                                                                                                                                                                                                                                                               | Status | Action if Fail |
| 2                                                                 | Vendor | <div>LIVESCAN</div> <div>CARDSCAN</div> | Enter the following data:       |                                                                                                                                                                | All data can be entered as indicated                                                                                                                                                                                                                                                                                                                          |        | Stop test      |
|                                                                   |        |                                         | Field                           | Value                                                                                                                                                          | Text can be entered in mixed case as indicated                                                                                                                                                                                                                                                                                                                |        |                |
|                                                                   |        |                                         | Type 1 Record:                  |                                                                                                                                                                | Note regarding Employment and Residence addresses:                                                                                                                                                                                                                                                                                                            |        |                |
|                                                                   |        |                                         | 1.07 Print Agency ORI           | Cardscan: MS0999999<br>This field is user entered ONLY IF the certification is for a cardscan.<br>Livescan: NOT user entered.<br>Hardcoded value as MS0999999. | The test data may indicate "empty" fields between two populated fields - e.g. Address1 and Address 3 populated, but not Address 2. The purpose of the test data is to ensure that invalid separator situations do not occur. If scanning station software does not allow empty address lines, this is ok. Vendor must demonstrate this to the test conductor. |        |                |
|                                                                   |        |                                         | Type 2 Record:                  |                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                                                   |        |                                         | 2.009 Originating Agency Case # | LE-ARR-SUB                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                                                   |        |                                         | 2.016 Social Security # (0)     | 123456788                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                                                   |        |                                         | 2.017 Miscellaneous Id #        | –                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                                                   |        |                                         | Misc Id # Type (0)              | Natl Agency Nr                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                                                   |        |                                         | Misc Id # Value (0)             | 12-X45                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                                                   |        |                                         | Misc Id # Type (1)              | Passport Nr                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                                                   |        |                                         | Misc Id # Value (1)             | 123456789012                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                                                   |        |                                         | 2.018 Name                      | –                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                                                   |        |                                         | Last Name (0)                   | Potter                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                                                   |        |                                         | First Name (0)                  | Harold                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                                                   |        |                                         | Middle Name (0)                 | Albert                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                               |        |                |

| Test Procedure: Arrest Transaction (Subsequent Livescan/Cardscan) |     |      |                                 |                      |                 |        |                |
|-------------------------------------------------------------------|-----|------|---------------------------------|----------------------|-----------------|--------|----------------|
| Step                                                              | Who | When | Procedure                       |                      | Expected Result | Status | Action if Fail |
|                                                                   |     |      | <b>Field</b>                    | <b>Value</b>         |                 |        |                |
|                                                                   |     |      | Name Suffix (0)                 | JR                   |                 |        |                |
|                                                                   |     |      | Last Name (1)                   | Hippopotamus-Giraffe |                 |        |                |
|                                                                   |     |      | First Name (1)                  | Harold               |                 |        |                |
|                                                                   |     |      | Middle Name (1)                 | Albert               |                 |        |                |
|                                                                   |     |      | Name Suffix (1)                 | (no data)            |                 |        |                |
|                                                                   |     |      | 2.020 Place of Birth            | YY                   |                 |        |                |
|                                                                   |     |      | 2.021 Country of Citizenship    | EN                   |                 |        |                |
|                                                                   |     |      | 2.022 Date of Birth (0)         | 19800831             |                 |        |                |
|                                                                   |     |      | 2.024 Sex/Gender                | Male                 |                 |        |                |
|                                                                   |     |      | 2.025 Race                      | White                |                 |        |                |
|                                                                   |     |      | 2.026 Scars, Marks, and Tattoos | –                    |                 |        |                |
|                                                                   |     |      | SMT Code (0)                    | SC FHD               |                 |        |                |
|                                                                   |     |      | SMT Description (0)             | (no data)            |                 |        |                |
|                                                                   |     |      | SMT Code (1)                    | TAT UL ARM           |                 |        |                |
|                                                                   |     |      | SMT Description (1)             | Owl                  |                 |        |                |
|                                                                   |     |      | 2.027 Height                    | 507                  |                 |        |                |
|                                                                   |     |      | 2.029 Weight                    | 130                  |                 |        |                |



| Test Procedure: Arrest Transaction (Subsequent Livescan/Cardscan) |     |      |                             |                                                                                                                              |                 |        |                |
|-------------------------------------------------------------------|-----|------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------|-----------------|--------|----------------|
| Step                                                              | Who | When | Procedure                   |                                                                                                                              | Expected Result | Status | Action if Fail |
|                                                                   |     |      | <b>Field</b>                | <b>Value</b>                                                                                                                 |                 |        |                |
|                                                                   |     |      | 2.031 Eye Color             | Hazel                                                                                                                        |                 |        |                |
|                                                                   |     |      | 2.032 Hair Color            | Brown                                                                                                                        |                 |        |                |
|                                                                   |     |      | 2.035 Palm Prints Available | Yes                                                                                                                          |                 |        |                |
|                                                                   |     |      | 2.036 Photo Available       | No                                                                                                                           |                 |        |                |
|                                                                   |     |      | 2.038 Date Printed          | Cardscan: 20170405<br>This field is user entered ONLY IF the certification is for a cardscan.<br>Livescan: NOT user entered. |                 |        |                |
|                                                                   |     |      | 2.039 Employment            | –                                                                                                                            |                 |        |                |
|                                                                   |     |      | Occupation                  | Construction                                                                                                                 |                 |        |                |
|                                                                   |     |      | Employer Name               | Reynolds Corp.                                                                                                               |                 |        |                |
|                                                                   |     |      | Employer Address 1          | Division 1A                                                                                                                  |                 |        |                |
|                                                                   |     |      | Employer Address 2          | Suite 45                                                                                                                     |                 |        |                |
|                                                                   |     |      | Employer Address 3          | Riverville, MS 22222                                                                                                         |                 |        |                |
|                                                                   |     |      | 2.041 Residence             | –                                                                                                                            |                 |        |                |
|                                                                   |     |      | Residence Address 1         | 200 Side Street                                                                                                              |                 |        |                |
|                                                                   |     |      | Residence Address 2         | Apt. 40                                                                                                                      |                 |        |                |
|                                                                   |     |      | Residence Address 3         | Riverville, MS 22225                                                                                                         |                 |        |                |
|                                                                   |     |      | 2.045 Date of Arrest        | 20170405                                                                                                                     |                 |        |                |

| Test Procedure: Arrest Transaction (Subsequent Livescan/Cardscan) |     |      |                            |                                                                                                                                                                                                                             |                 |        |                |
|-------------------------------------------------------------------|-----|------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------|----------------|
| Step                                                              | Who | When | Procedure                  |                                                                                                                                                                                                                             | Expected Result | Status | Action if Fail |
|                                                                   |     |      | <b>Field</b>               | <b>Value</b>                                                                                                                                                                                                                |                 |        |                |
|                                                                   |     |      | 2.056 Caution Comments     | Uses a Nimbus 2000 broomstick                                                                                                                                                                                               |                 |        |                |
|                                                                   |     |      | 2.701 Arrest Tracking #    | Cardscan: 9000040000<br>Enter THIS ATN, do NOT enter the ATN on test tenprint card.<br>This field is user entered ONLY IF the certification is for a cardscan.<br>Livescan: Assigned by livescan from downloaded ATN Block. |                 |        |                |
|                                                                   |     |      | 2.702 Arrest Agency ORI    | MS0999999                                                                                                                                                                                                                   |                 |        |                |
|                                                                   |     |      | 2.703 Drivers License      | -                                                                                                                                                                                                                           |                 |        |                |
|                                                                   |     |      | Driver's License State (0) | MS                                                                                                                                                                                                                          |                 |        |                |
|                                                                   |     |      | Driver's License # (0)     | 111-333-666                                                                                                                                                                                                                 |                 |        |                |
|                                                                   |     |      | Driver's License State (1) | AK                                                                                                                                                                                                                          |                 |        |                |
|                                                                   |     |      | Driver's License # (1)     | 222-333-666                                                                                                                                                                                                                 |                 |        |                |
|                                                                   |     |      | 2.704 Arrest Type          | Adult                                                                                                                                                                                                                       |                 |        |                |
|                                                                   |     |      | 2.705 Arrest Charge Set    | -                                                                                                                                                                                                                           |                 |        |                |
|                                                                   |     |      | Citation (0)               | 49-7-31.1                                                                                                                                                                                                                   |                 |        |                |

| Test Procedure: Arrest Transaction (Subsequent Livescan/Cardscan) |        |                                    |                                                                                      |                                |                                                                                                           |        |                |
|-------------------------------------------------------------------|--------|------------------------------------|--------------------------------------------------------------------------------------|--------------------------------|-----------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                                              | Who    | When                               | Procedure                                                                            |                                | Expected Result                                                                                           | Status | Action if Fail |
|                                                                   |        |                                    | <b>Field</b>                                                                         | <b>Value</b>                   |                                                                                                           |        |                |
|                                                                   |        |                                    | Charge Description (0)                                                               | Hunting without an orange vest |                                                                                                           |        |                |
|                                                                   |        |                                    | Supplement (0)                                                                       | Conspiracy, Abet               |                                                                                                           |        |                |
|                                                                   |        |                                    | Severity (0)                                                                         | Misdemeanor                    |                                                                                                           |        |                |
|                                                                   |        |                                    | # Counts (0)                                                                         | 2                              |                                                                                                           |        |                |
|                                                                   |        |                                    | Date of Offense (0)                                                                  | 20170401                       |                                                                                                           |        |                |
|                                                                   |        |                                    | Action (0)                                                                           | Arrest Charge                  |                                                                                                           |        |                |
|                                                                   |        |                                    | Charge Remarks (0)                                                                   | No shirt either                |                                                                                                           |        |                |
|                                                                   |        |                                    | Citation (1)                                                                         | 97-19-21(2)                    |                                                                                                           |        |                |
|                                                                   |        |                                    | Charge Description (1)                                                               | Hunting without a gun          |                                                                                                           |        |                |
|                                                                   |        |                                    | Supplement (1)                                                                       | (no data)                      |                                                                                                           |        |                |
|                                                                   |        |                                    | Severity (1)                                                                         | Misdemeanor                    |                                                                                                           |        |                |
|                                                                   |        |                                    | # Counts (1)                                                                         | 4                              |                                                                                                           |        |                |
|                                                                   |        |                                    | Date of Offense (1)                                                                  | 20170402                       |                                                                                                           |        |                |
|                                                                   |        |                                    | Action (1)                                                                           | Indictment charge              |                                                                                                           |        |                |
|                                                                   |        |                                    | Charge Remarks (1)                                                                   | (no data)                      |                                                                                                           |        |                |
| 3                                                                 | Vendor | <b>LIVESCAN</b><br><b>CARDSCAN</b> | Capture ten rolled fingerprints <u>from the CIC personnel</u> (not from the vendor). |                                | Rolled prints are collected and the scanning station user interface functionality is acceptable to the TC |        | Stop test      |

| Test Procedure: Arrest Transaction (Subsequent Livescan/Cardscan) |        |                              |                                                                                                                               |                                                                                                                             |        |                |
|-------------------------------------------------------------------|--------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                                              | Who    | When                         | Procedure                                                                                                                     | Expected Result                                                                                                             | Status | Action if Fail |
| 4                                                                 | Vendor | LIVESCAN                     | Incorrectly capture four plain impressions by reversing hands and try to submit the transaction. CIC personnel used for this. | Plains are collected. Scanning station performs sequence checking and does not allow the station to submit the transactions |        | Stop test      |
| 5                                                                 | Vendor | LIVESCAN<br>CARDSCAN         | Correctly capture four plain impressions. CIC personnel used for this.                                                        | Plain impressions are collected and the scanning station user interface functionality is acceptable to the TC               |        | Stop test      |
| 6                                                                 | Vendor | LIVESCAN<br>CARDSCAN<br>PALM | Capture palms. CIC personnel used for this.                                                                                   | Palms are collected and the scanning station user interface functionality is acceptable to the TC                           |        | Stop test      |

| Test Procedure: Arrest Transaction (Subsequent Livescan/Cardscan) |        |                                                     |                                                                                                            |                                                                                                         |        |                |
|-------------------------------------------------------------------|--------|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                                              | Who    | When                                                | Procedure                                                                                                  | Expected Result                                                                                         | Status | Action if Fail |
| 7                                                                 | Vendor | <b>LIVESCAN</b><br><b>CARDSCAN</b><br><b>CAMERA</b> | Capture Frontal, Left and Right profile of the face and enter the following (CIC personnel used for this). | Face images are collected and the scanning station user interface functionality is acceptable to the TC |        | Stop test      |
|                                                                   |        |                                                     | <i>Field</i>                                                                                               |                                                                                                         |        |                |
|                                                                   |        |                                                     | <i>Value</i>                                                                                               |                                                                                                         |        |                |
|                                                                   |        |                                                     | <b>Type 10 Record:</b>                                                                                     |                                                                                                         |        |                |
|                                                                   |        |                                                     | Livescan only                                                                                              |                                                                                                         |        |                |
|                                                                   |        |                                                     | 10.003 Image Type                                                                                          |                                                                                                         |        |                |
|                                                                   |        |                                                     | FACE                                                                                                       |                                                                                                         |        |                |
|                                                                   |        |                                                     | 10.013 Subject Acquisition Profile (may be generated)                                                      |                                                                                                         |        |                |
|                                                                   |        |                                                     | 40                                                                                                         |                                                                                                         |        |                |
|                                                                   |        |                                                     | 10.019 Lighting Artifacts                                                                                  |                                                                                                         |        |                |
|                                                                   |        |                                                     | F                                                                                                          |                                                                                                         |        |                |
|                                                                   |        |                                                     | 10.020 Subject Pose                                                                                        |                                                                                                         |        |                |
|                                                                   |        |                                                     | F                                                                                                          |                                                                                                         |        |                |
|                                                                   |        |                                                     | 10.026 Subject Facial Description                                                                          |                                                                                                         |        |                |
|                                                                   |        |                                                     | NEUTRAL for one of the values. Other values for this field may additionally be added.                      |                                                                                                         |        |                |
|                                                                   |        |                                                     | <b>Type 10 Record:</b>                                                                                     |                                                                                                         |        |                |
|                                                                   |        |                                                     | Livescan only                                                                                              |                                                                                                         |        |                |
|                                                                   |        |                                                     | 10.003 Image Type                                                                                          |                                                                                                         |        |                |
|                                                                   |        |                                                     | FACE                                                                                                       |                                                                                                         |        |                |
|                                                                   |        |                                                     | 10.013 Subject Acquisition Profile                                                                         |                                                                                                         |        |                |
|                                                                   |        |                                                     | 40                                                                                                         |                                                                                                         |        |                |
|                                                                   |        |                                                     | 10.019 Lighting Artifacts                                                                                  |                                                                                                         |        |                |
|                                                                   |        |                                                     | F                                                                                                          |                                                                                                         |        |                |
|                                                                   |        |                                                     | 10.020 Subject Pose                                                                                        |                                                                                                         |        |                |
|                                                                   |        |                                                     | L                                                                                                          |                                                                                                         |        |                |

| Test Procedure: Arrest Transaction (Subsequent Livescan/Cardscan) |        |                                    |                                                                                     |                                                                                       |                                                                                                  |        |                |
|-------------------------------------------------------------------|--------|------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                                              | Who    | When                               | Procedure                                                                           |                                                                                       | Expected Result                                                                                  | Status | Action if Fail |
|                                                                   |        |                                    | <b>Field</b>                                                                        | <b>Value</b>                                                                          |                                                                                                  |        |                |
|                                                                   |        |                                    | 10.026 Subject Facial Description                                                   | NEUTRAL for one of the values. Other values for this field may additionally be added. |                                                                                                  |        |                |
|                                                                   |        |                                    | <b>Type 10 Record:</b>                                                              | Livescan only                                                                         |                                                                                                  |        |                |
|                                                                   |        |                                    | 10.003 Image Type                                                                   | FACE                                                                                  |                                                                                                  |        |                |
|                                                                   |        |                                    | 10.013 Subject Acquisition Profile                                                  | 40                                                                                    |                                                                                                  |        |                |
|                                                                   |        |                                    | 10.019 Lighting Artifacts                                                           | F                                                                                     |                                                                                                  |        |                |
|                                                                   |        |                                    | 10.020 Subject Pose                                                                 | R                                                                                     |                                                                                                  |        |                |
|                                                                   |        |                                    | 10.026 Subject Facial Description                                                   | NEUTRAL for one of the values. Other values for this field may additionally be added. |                                                                                                  |        |                |
| 8                                                                 | Vendor | <b>LIVESCAN</b><br><b>CARDSCAN</b> | Submit transaction.                                                                 |                                                                                       | MS and FBI Responses received                                                                    |        | Stop test      |
| 9                                                                 | TC     | <b>LIVESCAN</b><br><b>CARDSCAN</b> | Use the MCHS Web application Prescreening Report to display the transaction.        |                                                                                       | Overall Transaction Status is Accepted. No errors reported                                       |        | Stop test      |
| 10                                                                | TC     | <b>LIVESCAN</b><br><b>CARDSCAN</b> | Click the "Workflow" link on the Prescreening report to display the Workflow report |                                                                                       | Transaction processed successfully by MBIS and no issues reported with quality of the biometrics |        | Stop test      |
| 11                                                                | TC     | <b>LIVESCAN</b><br><b>CARDSCAN</b> | Review the prints in MBIS                                                           |                                                                                       | Quality of the prints is acceptable to MBIS and the TC                                           |        | Stop test      |

| Test Procedure: Arrest Transaction (Subsequent Livescan/Cardscan) |     |                                                           |                                   |                                                               |        |                |
|-------------------------------------------------------------------|-----|-----------------------------------------------------------|-----------------------------------|---------------------------------------------------------------|--------|----------------|
| Step                                                              | Who | When                                                      | Procedure                         | Expected Result                                               | Status | Action if Fail |
| 12                                                                | TC  | <div>LIVESCAN</div> <div>CARDSCAN</div> <div>CAMERA</div> | Review face images in MBIS/Reveal | Quality of the images is acceptable to MBIS/Reveal and the TC |        |                |

#### 4.4.10 Test Procedure: Law Enforcement Applicant Data Entry and Validation

##### Applicability

- First tenprint livescan
- First tenprint cardscan

If not applicable proceed to [Exit Criteria](#).

##### Overview

The primary purpose of this test procedure is to verify that the scanning station software only allows creation of Non-Billable Applicant transactions which are compliant with the MCHS Tenprint ICD. The Non-Billable Applicant User Entered Data Table (below) is referenced in Step 3 to provide the requirement for the user entered fields. In addition to data entry validation, the transaction will be submitted to MCHS and processed end to end verifying SMTPS connectivity and email structure conformance as well as initial biometric quality assessment.

In this test:

- A transaction is created, submitted by the station. The station receives successful responses to the submission.
- The TC verifies various aspects of the station user interface

##### Law Enforcement Applicant User Entered Data Table:

The data table below is used in test step 3 for this test procedure only. The legend tables that immediately follow explain the column headings and contents of the data table that follows later.

| Legend: Column Headings |                                                                                                    |
|-------------------------|----------------------------------------------------------------------------------------------------|
| Heading                 | Description                                                                                        |
| Blk                     | Block number on printed cardscan form                                                              |
| Field Name and NIST Tag | Corresponding field in the NIST transaction submitted to MCHS and defined in the MCHS Tenprint ICD |
| Required                | Indicates if field is required; and if there are subfields, indicates which subfields are required |
| CLSO                    | Field value is entered by operator on a cardscan but not on a livescan - or vice versa             |
| MaxOcc                  | Maximum occurrences (multiple occurrences are not allowed unless specified)                        |
| Length                  | Length (minimum and maximum length - if value is not from an edit table)                           |
| Characters/Values       | Characters/Values allowed; includes cross-field validations                                        |

| Legend: Characters/Values Column |                                                                                                                                                                                                                                                                                                                          |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Code                             | Description                                                                                                                                                                                                                                                                                                              |
| ET                               | Value can only be one of those on the edit table. A common problem has been that an operator can hit a key, such as the ESC key, and then enter any value. They must be restricted to those values in the indicated edit table - the edit table name is the name in the Edit Table Download message and found in the ICD |
| ANS without anything after it    | Letters, numbers, or special characters - meaning just about any character on the keyboard                                                                                                                                                                                                                               |



| Legend: Characters/Values Column                      |                                                     |
|-------------------------------------------------------|-----------------------------------------------------|
| Code                                                  | Description                                         |
| ANS followed by a specific list of special characters | Letters, numbers, and the special characters listed |
| AN                                                    | Letters or numbers                                  |
| AS followed by a specific list of special characters  | Letters, and the special characters listed          |

| Legend: Field Name and NIST Column |                                                                                                                               |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Name/Code                          | Description                                                                                                                   |
| Tag                                | Tag number of the field in the ICD and in the NIST record. Not relevant for test, but helpful to find requirement in the ICD. |
| Name                               | Name of the field in the ICD.                                                                                                 |
| Acronym in parentheses             | Acronym of field In the ICD. Not relevant for test, but helpful for reference.                                                |

| Legend: Character/Values Column |                                                                                                                         |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Name/Code                       | Description                                                                                                             |
| CF                              | Cross-field validation. Scanning station can't validate until values are entered in both fields.                        |
| Transaction Date                | Date the transaction is created on the scanning station (see field 1.05 in the ICD). It is not entered by the operator. |

| Non-Billable Law Enforcement Applicant User Entered - Data Table |                                 |                                                                  |      |          |        |                                           |
|------------------------------------------------------------------|---------------------------------|------------------------------------------------------------------|------|----------|--------|-------------------------------------------|
| Blk                                                              | Field Name and NIST Tag         | Required                                                         | CLSO | MaxOcc   | Length | Characters/Values                         |
| 1                                                                | Tag: 2.018<br>Name: Name (name) | Yes<br>Last Name and First Name must be present in an occurrence |      | up to 10 |        |                                           |
|                                                                  | First Name (fname)              |                                                                  |      |          | max 20 | AS, only hyphens, apostrophes, and spaces |
|                                                                  | Last Name (lname)               |                                                                  |      |          | max 35 | AS, only hyphens, apostrophes, and spaces |
|                                                                  | Middle Name (mname)             |                                                                  |      |          | max 20 | AS, only hyphens, apostrophes, and spaces |
|                                                                  | Name Suffix (suffix)            |                                                                  |      |          |        | ET - Suffix                               |

| Non-Billable Law Enforcement Applicant User Entered - Data Table |                                                   |          |                |        |            |                                                                                                                                                                                                        |
|------------------------------------------------------------------|---------------------------------------------------|----------|----------------|--------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Blk                                                              | Field Name and NIST Tag                           | Required | CLSO           | MaxOcc | Length     | Characters/Values                                                                                                                                                                                      |
|                                                                  | ---- if name is a nickname                        |          |                |        |            | To specify a nickname: A single 'X' must be in the First Name field with the nickname in the last name field (middle name and name suffix fields must be null)                                         |
| 3                                                                | Tag: 2.041<br>Name: Residence (resfgr)            | No       |                |        |            |                                                                                                                                                                                                        |
|                                                                  | Residence Address 1 (resad1)                      |          |                |        | max 35     | ANS                                                                                                                                                                                                    |
|                                                                  | Residence Address 2 (resad2)                      |          |                |        | max 35     | ANS                                                                                                                                                                                                    |
|                                                                  | Residence Address 3 (resad3)                      |          |                |        | max 35     | ANS                                                                                                                                                                                                    |
| 4                                                                | Tag: 2.038<br>Name: Date Printed (dprt)           | Yes      | card scan only |        |            | Format CCYYMMDD where CC is 19 or 20 and YY is 00 through 99<br>CCYYMMDD must be a valid calendar date<br>Must be less or equal to current date<br>Must be less than or equal to Transaction Date (CF) |
| 6                                                                | Tag: 2.037<br>Name: Reason Fingerprinted (rsnfgr) | Yes      |                |        |            | ET – Reason Fingerprinted<br><ul style="list-style-type: none"> <li><b>Reason Fingerprinted is either not displayed or is set to "Law Enforcement" and cannot be changed.</b></li> </ul>               |
|                                                                  | Tag: 2.039<br>Name: Employment (wrkhis)           | No       |                |        |            |                                                                                                                                                                                                        |
|                                                                  | Occupation (occ)                                  |          |                |        | max 50     | ANS                                                                                                                                                                                                    |
|                                                                  | Employer Name (emplr)                             |          |                |        | max 29     | ANS                                                                                                                                                                                                    |
|                                                                  | Employer Address 1 (empad1)                       |          |                |        | max 29     | ANS                                                                                                                                                                                                    |
|                                                                  | Employer Address 2 (empad2)                       |          |                |        | max 29     | ANS                                                                                                                                                                                                    |
|                                                                  | Employer Address 3 (empad3)                       |          |                |        | max 29     | ANS                                                                                                                                                                                                    |
| 9                                                                | Tag: 1.08<br>Name: Applicant Agency ORI (dai)     | Yes      |                |        | exactly 10 | ET - Agency                                                                                                                                                                                            |
| 9                                                                | Tag: 1.07<br>Name: Print Agency ORI (dai)         | Yes      | card scan only |        |            | ET - Agency                                                                                                                                                                                            |

| Non-Billable Law Enforcement Applicant User Entered - Data Table |                                                     |                                                                        |      |         |               |                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------------------|------|---------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Blk                                                              | Field Name and NIST Tag                             | Required                                                               | CLSO | MaxOcc  | Length        | Characters/Values                                                                                                                                                                                                                                                               |
| 10                                                               | Tag: 2.022<br>Name: Date of Birth (dob)             | Yes                                                                    |      | up to 5 |               | Format CCYYMMDD where CC is 19 or 20 and YY is 00 through 99<br>CCYYMMDD must be a valid calendar date<br><br>Cannot be more than 99 years before Transaction Date with the exception that 19000101 must be allowed (CF)<br><br>Must be 14 or more years less than current date |
| 11                                                               | Tag: 2.021<br>Name: Country of Citizenship (coc)    | No                                                                     |      |         |               | ET - Country                                                                                                                                                                                                                                                                    |
| 12                                                               | Tag: 2.024<br>Name: Sex/Gender (sex)                | Yes                                                                    |      |         |               | ET - Sex                                                                                                                                                                                                                                                                        |
| 13                                                               | Tag: 2.025<br>Name: Race (race)                     | Yes                                                                    |      |         |               | ET - Race                                                                                                                                                                                                                                                                       |
| 14                                                               | Tag: 2.027<br>Name: Height (hght)                   | Yes                                                                    |      |         |               | Must be in feet and inches (fii) format where f must be from 4 to 7 and ii must be from 00 to 11                                                                                                                                                                                |
| 15                                                               | Tag: 2.029<br>Name: Weight (wght)                   | Yes                                                                    |      |         |               | Must be in the range 070 through 600<br>For values less than 100, a leading zero is required                                                                                                                                                                                    |
| 16                                                               | Tag: 2.031<br>Name: Eye Color (eyeclr)              | Yes                                                                    |      |         |               | ET - Eye Color                                                                                                                                                                                                                                                                  |
| 17                                                               | Tag: 2.032<br>Name: Hair Color (hrclr)              | Yes                                                                    |      |         |               | ET - Hair Color                                                                                                                                                                                                                                                                 |
| 18                                                               | Tag: 2.020<br>Name: Place of Birth (pob)            | Yes                                                                    |      |         |               | ET - Place of Birth                                                                                                                                                                                                                                                             |
| 19                                                               | Tag 2.009<br>Name: Originating Agency Case # (oacn) | No                                                                     |      |         | min 4, max 20 | ANS, only spaces and hyphens                                                                                                                                                                                                                                                    |
| 21 and 23                                                        | Tag: 2.017<br>Name: Miscellaneous Id # (midno)      | No<br>If present, both Type and Value must be present in an occurrence |      | up to 4 |               |                                                                                                                                                                                                                                                                                 |

| Non-Billable Law Enforcement Applicant User Entered - Data Table |                                                     |                                                                                                                                                                |      |          |           |                                                                                                                                                                                                                                             |
|------------------------------------------------------------------|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Blk                                                              | Field Name and NIST Tag                             | Required                                                                                                                                                       | CLSO | MaxOcc   | Length    | Characters/Values                                                                                                                                                                                                                           |
|                                                                  | Misc Id # Type (notyp)                              |                                                                                                                                                                |      |          |           | ET - Misc Number Type                                                                                                                                                                                                                       |
|                                                                  | Misc Id # Value (noval)                             |                                                                                                                                                                |      |          | max 12    | ANS, only hyphens                                                                                                                                                                                                                           |
| 22                                                               | Tag: 2.016<br>Name: Social Security # (ssan)        | No                                                                                                                                                             |      | up to 4  | exactly 9 | <ul style="list-style-type: none"> <li>positions 1 through 3 (area) cannot be 000 or 666 or 900-999</li> <li>positions 4-5 (group) cannot be 00</li> <li>positions 6-9 (serial number) cannot be 0000</li> <li>cannot be 1111111</li> </ul> |
|                                                                  | Tag: 2.703<br>Name: Driver's License (dlno)         | Yes if APP and reason fingerprinted is 'CDL'Hazmat' Otherwise, not required.<br><br>If present, both State and License # must both be present in an occurrence |      | up to 4  |           |                                                                                                                                                                                                                                             |
|                                                                  | Driver's License State (list)                       |                                                                                                                                                                |      |          |           | ET - State                                                                                                                                                                                                                                  |
|                                                                  | Driver's License # (lino)                           |                                                                                                                                                                |      |          | max 20    | ANS                                                                                                                                                                                                                                         |
|                                                                  | Tag: 2.026<br>Name: Scars, Marks, and Tattoos (smt) | No<br>If present, Code must be present in an occurrence                                                                                                        |      | up to 10 |           |                                                                                                                                                                                                                                             |
|                                                                  | SMT Code (code)                                     |                                                                                                                                                                |      |          |           | ET - Tattoo                                                                                                                                                                                                                                 |
|                                                                  | SMT Description (smt dsc)                           |                                                                                                                                                                |      |          | max 20    | ANS                                                                                                                                                                                                                                         |
|                                                                  | Tag: 2.706<br>Name: Fee Paid (feepd)                | No                                                                                                                                                             |      |          |           | <ul style="list-style-type: none"> <li><b>Fee Paid does not appear.</b></li> </ul>                                                                                                                                                          |
|                                                                  | Tag: 2.707<br>Name: Response Address (rspadd)       | No                                                                                                                                                             |      |          |           |                                                                                                                                                                                                                                             |
|                                                                  | Response Addressee (addree)                         |                                                                                                                                                                |      |          | max 50    | ANS                                                                                                                                                                                                                                         |
|                                                                  | Response Address 1 (addr1)                          |                                                                                                                                                                |      |          | max 35    | ANS                                                                                                                                                                                                                                         |

| Non-Billable Law Enforcement Applicant User Entered - Data Table |                            |          |      |        |        |                   |
|------------------------------------------------------------------|----------------------------|----------|------|--------|--------|-------------------|
| Blk                                                              | Field Name and NIST Tag    | Required | CLSO | MaxOcc | Length | Characters/Values |
|                                                                  | Response Address 2 (addr2) |          |      |        | max 35 | ANS               |
|                                                                  | Response Address 3 (addr3) |          |      |        | max 35 | ANS               |
|                                                                  | Response Address 3 (phone) |          |      |        | max 20 | ANS               |

| Test Procedure: Law Enforcement Applicant Data Entry and Validation |        |                      |                                                                                       |                                                                                                                                                                                       |        |                |
|---------------------------------------------------------------------|--------|----------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                                                | Who    | When                 | Procedure                                                                             | Expected Result                                                                                                                                                                       | Status | Action if Fail |
| 1                                                                   | TC     | LIVESCAN<br>CARDSCAN | Confirm MCHS configurations for the station is set to allow Law Enforcement Applicant |                                                                                                                                                                                       |        |                |
| 2                                                                   | Vendor | LIVESCAN<br>CARDSCAN | Initiate creation of a new non-billable Law Enforcement Applicant                     | Verify that the data entry fields on the scanning station's data entry screen are either empty or contain the pre-set default<br><br>Print agency is hardcoded MS0999999 for livescan |        | Retry step     |
| 3                                                                   | Vendor | CARDSCAN             | Verify applicant agency is user supplied as MS0999999                                 | No value in print agency agency initially<br><br>User can supply the value                                                                                                            |        | Stop test      |

| Test Procedure: Law Enforcement Applicant Data Entry and Validation |        |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |           |
|---------------------------------------------------------------------|--------|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------|
| 4                                                                   | Vendor | <div>LIVESCAN</div> <div>CARDSCAN</div> | <p>Using table provided in above in this test procedure, review each field in the following table and confirm the expected result is met.</p> <ul style="list-style-type: none"><li>Try to enter data in fields that are suppose to use the Edit Tables</li><li>Try to enter less than the minimum and less than the maximum number of characters/values</li><li>Try to enter less than the minimum and more than the maximum number of occurrences of a field</li></ul> <p>Enter "LE-APP-LAW-DE" Originating Agency Case Number (OACN) field</p> <p>Enter max value and max occurrences in all fields</p> <p>For Edit Table Download selectable fields select the longest value</p> <p>Note: If vendor is certifying both a livescan and a cardscan, and the validation software is the same. Check out the livescan first. Then when checking out the cardscan, only check those fields with "cardscan only" in the CSO column in the table above.</p> | <p>The data entry fields on the scanning station's data entry screen are either empty or contain the pre-set default</p> <p>Only the fields in the table appear on the screen</p> <ul style="list-style-type: none"><li>Fee Paid does not appear.</li><li>Reason Fingerprinted is either not displayed or is set to "Law Enforcement" and cannot be changed.</li></ul> <p>For cardscan, fields are in same sequence as the applicant card (refer to Blk). TC may permit slight deviation</p> <p>A mechanism like a drop down list is provided (user can not override the value) for all fields provided by the Edit Table Download</p> <p>All fields required to use the Edit Table download require value to be selected and no input by the user</p> <p>User entered fields do not allow less than the minimum or more than the maximum values</p> <p>User entered fields allow only the character/ values specified</p> <p>Maximum number of occurrences of the field are supported</p> <p>Can not proceed if user entered required fields have not beend entered</p> |  | Stop test |
| 5                                                                   | Vendor | <div>LIVESCAN</div> <div>CARDSCAN</div> | <p>Capture ten rolled fingerprints and four plain impressions</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>Rolled and plain impressions are collected and the scanning station user interface functionality is acceptable to the TC</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  | Stop test |

| Test Procedure: Law Enforcement Applicant Data Entry and Validation |        |                                    |                                                                                     |                                                                                                  |  |            |
|---------------------------------------------------------------------|--------|------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|--|------------|
| 6                                                                   | Vendor | <b>LIVESCAN</b><br><b>CARDSCAN</b> | Submit transaction                                                                  | MS and FBI Responses received                                                                    |  | Stop test  |
| 7                                                                   | TC     | <b>LIVESCAN</b><br><b>CARDSCAN</b> | Use the MCHS Web application Prescreening Report to display the transaction         | Overall Transaction Status is Accepted. No errors reported                                       |  | Retry step |
| 8                                                                   | TC     | <b>LIVESCAN</b><br><b>CARDSCAN</b> | Click the "Workflow" link on the Prescreening report to display the Workflow report | Transaction processed successfully by MBIS and no issues reported with quality of the biometrics |  | Retry step |



#### **4.4.11 Test Procedure: Law Enforcement Applicant**

##### **Applicability**

- First Tenprint Livescan with or without palms
- First Tenprint Cardscan

If not applicable, skip this test and proceed directly to [Exit Criteria](#).

##### **Overview**

This is a comprehensive test procedure verifying multiple requirements.

In this test:

- A Law Enforcement Applicant transaction will be created and submitted to MCHS.
- TC uses MCHS Prescreening and Workflow Reports to verify successful processing of the transaction in MCHS.
- TC verifies station user interface is acceptable.

| Test Procedure: Law Enforcement Applicant |        |                                         |                                                                                |                                                                                                                                                                                       |        |                |
|-------------------------------------------|--------|-----------------------------------------|--------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                      | Who    | When                                    | Procedure                                                                      | Expected Result                                                                                                                                                                       | Status | Action if Fail |
| 1                                         | Vendor | <div>LIVESCAN</div> <div>CARDSCAN</div> | Initiate creation of a non-billable Law Enforcement Applicant background check | Verify that the data entry fields on the scanning station's data entry screen are either empty or contain the pre-set default<br><br>Print agency is hardcoded MS0999999 for Livescan |        | Stop test      |

| Test Procedure: Law Enforcement Applicant |        |                      |                                 |                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|-------------------------------------------|--------|----------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                      | Who    | When                 | Procedure                       |                                                                                                                                                               | Expected Result                                                                                                                                                                                                                                                                                                                                               | Status | Action if Fail |
| 2                                         | Vendor | LIVESCAN<br>CARDSCAN | Enter the following data:       |                                                                                                                                                               | All data can be entered as indicated                                                                                                                                                                                                                                                                                                                          |        |                |
|                                           |        |                      | Field                           | Value                                                                                                                                                         | Text can be entered in mixed case as indicated                                                                                                                                                                                                                                                                                                                |        |                |
|                                           |        |                      | Type 1 Record:                  |                                                                                                                                                               | Note regarding Employment and Residence addresses:                                                                                                                                                                                                                                                                                                            |        |                |
|                                           |        |                      | 1.07 Print Agency ORI           | Cardscan: MS0999999<br>This field is user entered ONLY IF the certification is for a cardscan.<br>Livescan: NOT user entered.<br>Hardcoded value is MS0999999 | The test data may indicate "empty" fields between two populated fields - e.g. Address1 and Address 3 populated, but not Address 2. The purpose of the test data is to ensure that invalid separator situations do not occur. If scanning station software does not allow empty address lines, this is OK. Vendor must demonstrate this to the test conductor. |        |                |
|                                           |        |                      | 1.08 Applicant Agency ORI       | MS0999999                                                                                                                                                     | Reason Fingerprinted set to Law Enforcement by scanning station based on type of submission                                                                                                                                                                                                                                                                   |        |                |
|                                           |        |                      | Type 2 Record:                  |                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                           |        |                      | 2.009 Originating Agency Case # | LE-APP-LAW                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                           |        |                      | 2.016 Social Security # (0)     | 22222222                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                           |        |                      | 2.017 Miscellaneous Id #        | –                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                           |        |                      | Misc Id # Type (0)              | Natl Agency Nr                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                           |        |                      | Misc Id # Value (0)             | 12-X2234                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                           |        |                      | Misc Id # Type (1)              | Passport Nr                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                           |        |                      | Misc Id # Value (1)             | 555777                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                           |        |                      | 2.018 Name                      | –                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                           |        |                      | Last Name (0)                   | Vader                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                           |        |                      | First Name (0)                  | Darth                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                               |        |                |

| Test Procedure: Law Enforcement Applicant |     |      |                                 |              |                 |        |                |
|-------------------------------------------|-----|------|---------------------------------|--------------|-----------------|--------|----------------|
| Step                                      | Who | When | Procedure                       |              | Expected Result | Status | Action if Fail |
|                                           |     |      | <b>Field</b>                    | <b>Value</b> |                 |        |                |
|                                           |     |      | Middle Name (0)                 | Luke         |                 |        |                |
|                                           |     |      | Name Suffix (0)                 | III          |                 |        |                |
|                                           |     |      | Last Name (1)                   | James Earl   |                 |        |                |
|                                           |     |      | First Name (1)                  | X            |                 |        |                |
|                                           |     |      | Middle Name (1)                 | (no data)    |                 |        |                |
|                                           |     |      | Name Suffix (1)                 | (no data)    |                 |        |                |
|                                           |     |      | 2.020 Place of Birth            | LA           |                 |        |                |
|                                           |     |      | 2.021 Country of Citizenship    | US           |                 |        |                |
|                                           |     |      | 2.022 Date of Birth (0)         | 19850505     |                 |        |                |
|                                           |     |      | Date of Birth (1)               | 19460606     |                 |        |                |
|                                           |     |      | 2.024 Sex/Gender                | Male         |                 |        |                |
|                                           |     |      | 2.205 Race                      | White        |                 |        |                |
|                                           |     |      | 2.026 Scars, Marks, and Tattoos | –            |                 |        |                |
|                                           |     |      | SMT Code (0)                    | TAT UP LIP   |                 |        |                |
|                                           |     |      | SMT Description (0)             | Helmet       |                 |        |                |
|                                           |     |      | SMT Code (1)                    | TAT UL ARM   |                 |        |                |
|                                           |     |      | SMT Description (1)             | Owl          |                 |        |                |
|                                           |     |      | 2.027 Height                    | 604          |                 |        |                |

| Test Procedure: Law Enforcement Applicant |     |      |                            |                                                                                                                                    |                 |        |                |
|-------------------------------------------|-----|------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------|----------------|
| Step                                      | Who | When | Procedure                  |                                                                                                                                    | Expected Result | Status | Action if Fail |
|                                           |     |      | <b>Field</b>               | <b>Value</b>                                                                                                                       |                 |        |                |
|                                           |     |      | 2.029 Weight               | 250                                                                                                                                |                 |        |                |
|                                           |     |      | 2.031 Eye Color            | Unknown                                                                                                                            |                 |        |                |
|                                           |     |      | 2.032 Hair Color           | Black                                                                                                                              |                 |        |                |
|                                           |     |      | 2.038 Date Printed         | Cardscan: 20170615<br>This field is user entered ONLY IF<br>the certification is for a<br>cardscan.<br>Livescan: NOT user entered. |                 |        |                |
|                                           |     |      | 2.039 Employment           | –                                                                                                                                  |                 |        |                |
|                                           |     |      | Occupation                 | Construction Supervisor                                                                                                            |                 |        |                |
|                                           |     |      | Employer Name              | (no data)                                                                                                                          |                 |        |                |
|                                           |     |      | Employer Address 1         | 5566 Long St, Walnut, MS                                                                                                           |                 |        |                |
|                                           |     |      | Employer Address 2         | (no data)                                                                                                                          |                 |        |                |
|                                           |     |      | Employer Address 3         | (no data)                                                                                                                          |                 |        |                |
|                                           |     |      | 2.041 Residence            | –                                                                                                                                  |                 |        |                |
|                                           |     |      | Residence Address 1        | 200 Side Street                                                                                                                    |                 |        |                |
|                                           |     |      | Residence Address 2        | Jupiter, MS                                                                                                                        |                 |        |                |
|                                           |     |      | Residence Address 3        | (no data)                                                                                                                          |                 |        |                |
|                                           |     |      | 2.703 Drivers License      | –                                                                                                                                  |                 |        |                |
|                                           |     |      | Driver's License State (0) | MS                                                                                                                                 |                 |        |                |

| Test Procedure: Law Enforcement Applicant |        |                                    |                                                                             |                      |                                                                                                                                         |        |                |
|-------------------------------------------|--------|------------------------------------|-----------------------------------------------------------------------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                      | Who    | When                               | Procedure                                                                   |                      | Expected Result                                                                                                                         | Status | Action if Fail |
|                                           |        |                                    | <b>Field</b>                                                                | <b>Value</b>         |                                                                                                                                         |        |                |
|                                           |        |                                    | Driver's License # (0)                                                      | 666-666-666          |                                                                                                                                         |        |                |
|                                           |        |                                    | Driver's License State (1)                                                  | AK                   |                                                                                                                                         |        |                |
|                                           |        |                                    | Driver's License # (1)                                                      | AK-222222            |                                                                                                                                         |        |                |
|                                           |        |                                    | 2.707 Response Address                                                      | –                    |                                                                                                                                         |        |                |
|                                           |        |                                    | Response Addressee                                                          | Han Solo Inc.        |                                                                                                                                         |        |                |
|                                           |        |                                    | Response Address 1                                                          | P.O. C3              |                                                                                                                                         |        |                |
|                                           |        |                                    | Response Address 2                                                          | (no data)            |                                                                                                                                         |        |                |
|                                           |        |                                    | Response Address 3                                                          | Enterprise, VA 44444 |                                                                                                                                         |        |                |
|                                           |        |                                    | Response Phone #                                                            | 222-111-4444         |                                                                                                                                         |        |                |
| 3                                         | Vendor | <b>LIVESCAN</b><br><b>CARDSCAN</b> | Capture ten rolled fingerprints                                             |                      | Rolled prints are collected and the scanning station user interface functionality is acceptable to the TC                               |        | Stop test      |
| 4                                         | Vendor | <b>LIVESCAN</b><br><b>CARDSCAN</b> | Correctly capture four plain impressions                                    |                      | Plain impressions are collected and the scanning station user interface functionality is acceptable to the TC                           |        | Stop test      |
| 5                                         | Vendor | <b>LIVESCAN</b><br><b>CARDSCAN</b> | Submit transaction                                                          |                      | MS and FBI Responses received                                                                                                           |        | Stop test      |
| 6                                         | TC     | <b>LIVESCAN</b><br><b>CARDSCAN</b> | Use the MCHS Web application Prescreening Report to display the transaction |                      | Overall Transaction Status is Accepted. No errors reported.<br><br>View transaction and confirm Reason fingerprinted is Law Enforcement |        | Stop test      |

| Test Procedure: Law Enforcement Applicant |     |                                         |                                                                                     |                                                                                                  |        |                |
|-------------------------------------------|-----|-----------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                      | Who | When                                    | Procedure                                                                           | Expected Result                                                                                  | Status | Action if Fail |
| 7                                         | TC  | <div>LIVESCAN</div> <div>CARDSCAN</div> | Click the "Workflow" link on the Prescreening report to display the Workflow report | Transaction processed successfully by MBIS and no issues reported with quality of the biometrics |        | Stop test      |

#### **4.4.12 Test Procedure: Criminal Inquiry Only**

##### **Applicability**

- First Tenprint Livescan
- First Tenprint Cardscan

If not applicable proceed to [Exit Criteria](#).

##### **Overview**

This is a comprehensive test procedure verifying multiple requirements.

In this test:

- A Criminal Inquiry Only transaction will be created and submitted to MCHS.
- TC uses MCHS Prescreening and Workflow Reports to verify successful processing of the transaction in MCHS.
- TC verifies station user interface is acceptable.
- TC verifies transaction is printed successfully on tenprint and FBI applicant cards



| Test Procedure: Criminal Inquiry Only |        |                      |                                                                                                |                                                                                                                                                                                        |        |                |
|---------------------------------------|--------|----------------------|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                  | Who    | When                 | Procedure                                                                                      | Expected Result                                                                                                                                                                        | Status | Action if Fail |
| 1                                     | TC     | LIVESCAN<br>CARDSCAN | Confirm MCHS configurations for the station is set to allow Criminal Inquiry Only transactions |                                                                                                                                                                                        |        |                |
| 2                                     | Vendor | LIVESCAN<br>CARDSCAN | Initiate creation of a Criminal Inquiry Only Background Check                                  | Verify that the data entry fields on the scanning station's data entry screen are either empty or contain the pre-set default<br><br>Print agency is hardcoded MS0999999 for Livescan. |        | Stop test      |

| Test Procedure: Criminal Inquiry Only |        |                                         |                                 |                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|---------------------------------------|--------|-----------------------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                  | Who    | When                                    | Procedure                       |                                                                                                                                                               | Expected Result                                                                                                                                                                                                                                                                                                                                               | Status | Action if Fail |
| 3                                     | Vendor | <div>LIVESCAN</div> <div>CARDSCAN</div> | Enter the following data:       |                                                                                                                                                               | All data can be entered as indicated                                                                                                                                                                                                                                                                                                                          |        | Stop test      |
|                                       |        |                                         | Field                           | Value                                                                                                                                                         | Text can be entered in mixed case as indicated                                                                                                                                                                                                                                                                                                                |        |                |
|                                       |        |                                         | Type 1 Record:                  |                                                                                                                                                               | Note regarding Employment and Residence addresses:                                                                                                                                                                                                                                                                                                            |        |                |
|                                       |        |                                         | 1.07 Print Agency ORI           | Cardscan: MS0999999<br>This field is user entered ONLY IF the certification is for a cardscan.<br>Livescan: NOT user entered.<br>Hardcoded value as MS099999. | The test data may indicate "empty" fields between two populated fields - e.g. Address1 and Address 3 populated, but not Address 2. The purpose of the test data is to ensure that invalid separator situations do not occur. If scanning station software does not allow empty address lines, this is OK. Vendor must demonstrate this to the test conductor. |        |                |
|                                       |        |                                         | 1.08 Applicant Agency ORI       | MS0999999                                                                                                                                                     | Reason Fingerprinted set to <set to CRIMINAL INQUIRY by scanning station based on type of submission>                                                                                                                                                                                                                                                         |        |                |
|                                       |        |                                         | Type 2 Record:                  |                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                       |        |                                         | 2.009 Originating Agency Case # | LE-APP-CIO                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                       |        |                                         | 2.016 Social Security # (0)     | 123456777                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                       |        |                                         | Social Security # (1)           | 222456999                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                       |        |                                         | 2.017 Miscellaneous Id #        | –                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                       |        |                                         | Misc Id # Type (0)              | Natl Agency Nr                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                       |        |                                         | Misc Id # Value (0)             | 12-X45                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                       |        |                                         | 2.018 Name                      | –                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                       |        |                                         | Last Name (0)                   | Bond                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                       |        |                                         | First Name (0)                  | Sally                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                               |        |                |

| Test Procedure: Criminal Inquiry Only |     |      |                                 |                |                 |                |
|---------------------------------------|-----|------|---------------------------------|----------------|-----------------|----------------|
| Step                                  | Who | When | Procedure                       |                | Expected Result | Action if Fail |
|                                       |     |      | <b>Field</b>                    | <b>Value</b>   |                 |                |
|                                       |     |      | Middle Name (0)                 | A              |                 |                |
|                                       |     |      | Name Suffix (0)                 | IV             |                 |                |
|                                       |     |      | Last Name (1)                   | Double O Seven |                 |                |
|                                       |     |      | First Name (1)                  | X              |                 |                |
|                                       |     |      | Middle Name (1)                 | (no data)      |                 |                |
|                                       |     |      | Name Suffix (1)                 | (no data)      |                 |                |
|                                       |     |      | 2.020 Place of Birth            | YY             |                 |                |
|                                       |     |      | 2.021 Country of Citizenship    | ZR             |                 |                |
|                                       |     |      | 2.022 Date of Birth (0)         | 19800831       |                 |                |
|                                       |     |      | 2.024 Sex/Gender                | Male           |                 |                |
|                                       |     |      | 2.025 Race                      | Asian          |                 |                |
|                                       |     |      | 2.026 Scars, Marks, and Tattoos | –              |                 |                |
|                                       |     |      | SMT Code (0)                    | SC FHD         |                 |                |
|                                       |     |      | SMT Description (0)             | (no data)      |                 |                |
|                                       |     |      | SMT Code (1)                    | TAT UL ARM     |                 |                |
|                                       |     |      | SMT Description (1)             | (no data)      |                 |                |
|                                       |     |      | 2.027 Height                    | 604            |                 |                |

| Test Procedure: Criminal Inquiry Only |     |      |                            |                                                                                                                              |                 |        |                |
|---------------------------------------|-----|------|----------------------------|------------------------------------------------------------------------------------------------------------------------------|-----------------|--------|----------------|
| Step                                  | Who | When | Procedure                  |                                                                                                                              | Expected Result | Status | Action if Fail |
|                                       |     |      | <b>Field</b>               | <b>Value</b>                                                                                                                 |                 |        |                |
|                                       |     |      | 2.029 Weight               | 300                                                                                                                          |                 |        |                |
|                                       |     |      | 2.031 Eye Color            | Black                                                                                                                        |                 |        |                |
|                                       |     |      | 2.032 Hair Color           | Unknown                                                                                                                      |                 |        |                |
|                                       |     |      | 2.037 Reason Fingerprinted | <set to CRIMINAL INQUIRY by scanning station based on type of submission>                                                    |                 |        |                |
|                                       |     |      | 2.038 Date Printed         | Cardscan: 20170715<br>This field is user entered ONLY IF the certification is for a cardscan.<br>Livescan: NOT user entered. |                 |        |                |
|                                       |     |      | 2.039 Employment           | –                                                                                                                            |                 |        |                |
|                                       |     |      | Occupation                 | (no data)                                                                                                                    |                 |        |                |
|                                       |     |      | Employer Name              | Reynolds Corp.                                                                                                               |                 |        |                |
|                                       |     |      | Employer Address 1         | Suite 453                                                                                                                    |                 |        |                |
|                                       |     |      | Employer Address 2         | 9841 Main St                                                                                                                 |                 |        |                |
|                                       |     |      | Employer Address 3         | Riverville, MS 22222                                                                                                         |                 |        |                |
|                                       |     |      | 2.041 Residence            | –                                                                                                                            |                 |        |                |
|                                       |     |      | Residence Address 1        | 200 Side Street                                                                                                              |                 |        |                |
|                                       |     |      | Residence Address 2        | Apt 825                                                                                                                      |                 |        |                |
|                                       |     |      | Residence Address 3        | Riverville, MS 22225                                                                                                         |                 |        |                |
|                                       |     |      | 2.703 Drivers License      | –                                                                                                                            |                 |        |                |

| Test Procedure: Criminal Inquiry Only |        |                                    |                                          |                  |                                                                                                               |        |                |
|---------------------------------------|--------|------------------------------------|------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                  | Who    | When                               | Procedure                                |                  | Expected Result                                                                                               | Status | Action if Fail |
|                                       |        |                                    | <b>Field</b>                             | <b>Value</b>     |                                                                                                               |        |                |
|                                       |        |                                    | Driver's License State (0)               | MS               |                                                                                                               |        |                |
|                                       |        |                                    | Driver's License # (0)                   | 111-333-666      |                                                                                                               |        |                |
|                                       |        |                                    | Driver's License State (1)               | AK               |                                                                                                               |        |                |
|                                       |        |                                    | Driver's License # (1)                   | 222-333-666      |                                                                                                               |        |                |
|                                       |        |                                    | 2.707 Response Address                   | -                |                                                                                                               |        |                |
|                                       |        |                                    | Response Addressee                       | M Inc.           |                                                                                                               |        |                |
|                                       |        |                                    | Response Address 1                       | HQ               |                                                                                                               |        |                |
|                                       |        |                                    | Response Address 2                       | (no data)        |                                                                                                               |        |                |
|                                       |        |                                    | Response Address 3                       | London, VA 44444 |                                                                                                               |        |                |
|                                       |        |                                    | Response Phone #                         | 007-999-9999     |                                                                                                               |        |                |
| 4                                     | Vendor | <b>LIVESCAN</b><br><b>CARDSCAN</b> | Capture ten rolled fingerprints          |                  | Rolled prints are collected and the scanning station user interface functionality is acceptable to the TC     |        | Stop test      |
| 5                                     | Vendor | <b>LIVESCAN</b><br><b>CARDSCAN</b> | Correctly capture four plain impressions |                  | Plain impressions are collected and the scanning station user interface functionality is acceptable to the TC |        | Stop test      |
| 6                                     | Vendor | <b>LIVESCAN</b><br><b>CARDSCAN</b> | Submit transaction                       |                  | MS and FBI Responses received                                                                                 |        | Stop test      |

| Test Procedure: Criminal Inquiry Only |        |                      |                                                                                     |                                                                                                                                               |        |                |
|---------------------------------------|--------|----------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                  | Who    | When                 | Procedure                                                                           | Expected Result                                                                                                                               | Status | Action if Fail |
| 7                                     | TC     | LIVESCAN<br>CARDSCAN | Use the MCHS Web application Prescreening Report to display the transaction         | Overall Transaction Status is Accepted. No errors reported.<br><br>View transaction and confirm Reason fingerprinted is CRIMINAL INQUIRY ONLY |        | Stop test      |
| 8                                     | TC     | LIVESCAN<br>CARDSCAN | Click the "Workflow" link on the Prescreening report to display the Workflow report | Transaction processed successfully by MBIS and no issues reported with quality of the biometrics                                              |        | Stop test      |
| 9                                     | Vendor | LIVESCAN<br>CARDSCAN | Verify the transaction is stored on the scanning station                            | Transaction is found                                                                                                                          |        | Stop test      |

| Test Procedure: Criminal Inquiry Only |     |                                         |                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |                |
|---------------------------------------|-----|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                  | Who | When                                    | Procedure                                                                                                                                    | Expected Result                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Status | Action if Fail |
| 10                                    | TC  | <div>LIVESCAN</div> <div>CARDSCAN</div> | Select the stored Non-Billable Law Enforcement Applicant Transaction and print a tenprint card on 8 1/2 x 11 paper and an FBI Applicant Card | <p>Verify the format of the printed image of a card: "print the fingerprint images and demographic data on 8 ½ x 11 paper using an embedded template such that the image and data formats appear on the paper to look like the FBI Applicant Card".</p> <p>Verify Lines on card.</p> <p>Verify the contents of the printed applicant card</p> <p>Verify that the prints and data that are entered for printing cannot be submitted to MCHS unless the operator specifically requests this.</p> <p>Look at the Prescreening Transaction Report to verify that the transaction was not submitted.</p> <p>Verify that all data is correctly positioned on the FBI Applicant Card.</p> <p>Verify the contents of the printed applicant card.</p> <p>Verify that the prints and data that are entered for printing cannot be submitted to MCHS unless the operator specifically requests this.</p> <p>Look at the Prescreening Transaction Report to verify that the transaction was not submitted.</p> |        | Stop test      |

#### **4.4.13 Test Procedure: APP for SOR**

##### **Applicability**

- First Tenprint Livescan
- First Tenprint Cardscan

If not applicable proceed to [Exit Criteria](#).

##### **Overview**

This is a comprehensive test procedure verifying multiple requirements. In this test, a Sex Offender Registration transaction will be created and submitted to MCHS. The TC uses the MCHS Prescreening and Workflow Reports to verify the transaction has the right value and was processed successfully.



| Test Procedure: APP for SOR |        |                      |                                                                         |                                                                                                                                                                                       |        |                |
|-----------------------------|--------|----------------------|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                        | Who    | When                 | Procedure                                                               | Expected Result                                                                                                                                                                       | Status | Action if Fail |
| 1                           | TC     | LIVESCAN<br>CARDSCAN | Confirm MCHS configurations for the station is set to allow APP for SOR |                                                                                                                                                                                       |        |                |
| 2                           | Vendor | LIVESCAN<br>CARDSCAN | Initiate creation of a sex offender registration (APP for SOR)          | Verify that the data entry fields on the scanning station's data entry screen are either empty or contain the pre-set default<br><br>Print agency is hardcoded MS0999999 for Livescan |        | Stop test      |

| Test Procedure: APP for SOR |        |                                         |                                 |                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                               |        |                |                                                                                              |
|-----------------------------|--------|-----------------------------------------|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|----------------------------------------------------------------------------------------------|
| Step                        | Who    | When                                    | Procedure                       |                                                                                                                                                                | Expected Result                                                                                                                                                                                                                                                                                                                                               | Status | Action if Fail |                                                                                              |
| 3                           | Vendor | <div>LIVESCAN</div> <div>CARDSCAN</div> | Enter the following data:       |                                                                                                                                                                | All data can be entered as indicated                                                                                                                                                                                                                                                                                                                          |        | Stop test      |                                                                                              |
|                             |        |                                         | Field                           | Value                                                                                                                                                          | Text can be entered in mixed case as indicated                                                                                                                                                                                                                                                                                                                |        |                |                                                                                              |
|                             |        |                                         | Type 1 Record:                  |                                                                                                                                                                | Note regarding Employment and Residence addresses:                                                                                                                                                                                                                                                                                                            |        |                |                                                                                              |
|                             |        |                                         | 1.07 Print Agency ORI           | Cardscan: MS0999999<br>This field is user entered ONLY IF the certification is for a cardscan.<br>Livescan: NOT user entered.<br>Hardcoded value as MS0999999. | The test data may indicate "empty" fields between two populated fields - e.g. Address1 and Address 3 populated, but not Address 2. The purpose of the test data is to ensure that invalid separator situations do not occur. If scanning station software does not allow empty address lines, this is OK. Vendor must demonstrate this to the test conductor. |        |                |                                                                                              |
|                             |        |                                         | 1.08 Applicant Agency ORI       | MS0999999                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                               |        |                |                                                                                              |
|                             |        |                                         | Type 2 Record:                  |                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                               |        |                | Reason Fingerprinted set to Sex Offender Reg by scanning station based on type of submission |
|                             |        |                                         | 2.009 Originating Agency Case # | LE-APP-SOR                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                               |        |                |                                                                                              |
|                             |        |                                         | 2.016 Social Security # (0)     | 123456788                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                               |        |                |                                                                                              |
|                             |        |                                         | 2.017 Miscellaneous Id #        | –                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                               |        |                |                                                                                              |
|                             |        |                                         | Misc Id # Type (0)              | Natl Agency Nr                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                               |        |                |                                                                                              |
|                             |        |                                         | Misc Id # Value (0)             | 12-W234                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                               |        |                |                                                                                              |
|                             |        |                                         | 2.018 Name                      | –                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                               |        |                |                                                                                              |
|                             |        |                                         | Last Name (0)                   | Bond                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                               |        |                |                                                                                              |
|                             |        |                                         | First Name (0)                  | Robert                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                               |        |                |                                                                                              |
|                             |        |                                         | Middle Name (0)                 | Albert                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                               |        |                |                                                                                              |

| Test Procedure: APP for SOR |     |      |                                 |                |                 |        |                |
|-----------------------------|-----|------|---------------------------------|----------------|-----------------|--------|----------------|
| Step                        | Who | When | Procedure                       |                | Expected Result | Status | Action if Fail |
|                             |     |      | <b>Field</b>                    | <b>Value</b>   |                 |        |                |
|                             |     |      | Name Suffix (0)                 | IV             |                 |        |                |
|                             |     |      | Last Name (1)                   | Double O Seven |                 |        |                |
|                             |     |      | First Name (1)                  | X              |                 |        |                |
|                             |     |      | Middle Name (1)                 | (no data)      |                 |        |                |
|                             |     |      | Name Suffix (1)                 | (no data)      |                 |        |                |
|                             |     |      | 2.020 Place of Birth            | AZ             |                 |        |                |
|                             |     |      | 2.021 Country of Citizenship    | EN             |                 |        |                |
|                             |     |      | 2.022 Date of Birth (0)         | 19800831       |                 |        |                |
|                             |     |      | Date of Birth (1)               | 19791130       |                 |        |                |
|                             |     |      | 2.024 Sex/Gender                | Male           |                 |        |                |
|                             |     |      | 2.025 Race                      | White          |                 |        |                |
|                             |     |      | 2.026 Scars, Marks, and Tattoos | –              |                 |        |                |
|                             |     |      | SMT Code (0)                    | SC ABDOM       |                 |        |                |
|                             |     |      | SMT Description (0)             | (no data)      |                 |        |                |
|                             |     |      | SMT Code (1)                    | TAT UP LIP     |                 |        |                |
|                             |     |      | SMT Description (1)             | Owl            |                 |        |                |
|                             |     |      | 2.027 Height                    | 608            |                 |        |                |

| Test Procedure: APP for SOR |     |      |                            |                                                                                                                              |                 |        |                |
|-----------------------------|-----|------|----------------------------|------------------------------------------------------------------------------------------------------------------------------|-----------------|--------|----------------|
| Step                        | Who | When | Procedure                  |                                                                                                                              | Expected Result | Status | Action if Fail |
|                             |     |      | <b>Field</b>               | <b>Value</b>                                                                                                                 |                 |        |                |
|                             |     |      | 2.029 Weight               | 250                                                                                                                          |                 |        |                |
|                             |     |      | 2.031 Eye Color            | Black                                                                                                                        |                 |        |                |
|                             |     |      | 2.032 Hair Color           | White                                                                                                                        |                 |        |                |
|                             |     |      | 2.037 Reason Fingerprinted | <set to Sex Offender Reg by scanning station based on type of submission>                                                    |                 |        |                |
|                             |     |      | 2.038 Date Printed         | Cardscan: 20170703<br>This field is user entered ONLY IF the certification is for a cardscan.<br>Livescan: NOT user entered. |                 |        |                |
|                             |     |      | 2.039 Employment           | -                                                                                                                            |                 |        |                |
|                             |     |      | Occupation                 | Construction                                                                                                                 |                 |        |                |
|                             |     |      | Employer Name              | (no data)                                                                                                                    |                 |        |                |
|                             |     |      | Employer Address 1         | (no data)                                                                                                                    |                 |        |                |
|                             |     |      | Employer Address 2         | (no data)                                                                                                                    |                 |        |                |
|                             |     |      | Employer Address 3         | (no data)                                                                                                                    |                 |        |                |
|                             |     |      | 2.041 Residence            | -                                                                                                                            |                 |        |                |
|                             |     |      | Residence Address 1        | 200 Side Street                                                                                                              |                 |        |                |
|                             |     |      | Residence Address 2        | Unit 643                                                                                                                     |                 |        |                |
|                             |     |      | Residence Address 3        | Riverville, MS 22225                                                                                                         |                 |        |                |
|                             |     |      | 2.703 Drivers License      | -                                                                                                                            |                 |        |                |

| Test Procedure: APP for SOR |        |                                    |                                          |                  |                                                                                                               |        |                |
|-----------------------------|--------|------------------------------------|------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                        | Who    | When                               | Procedure                                |                  | Expected Result                                                                                               | Status | Action if Fail |
|                             |        |                                    | <b>Field</b>                             | <b>Value</b>     |                                                                                                               |        |                |
|                             |        |                                    | Driver's License State (0)               | MS               |                                                                                                               |        |                |
|                             |        |                                    | Driver's License # (0)                   | 111-333-666      |                                                                                                               |        |                |
|                             |        |                                    | Driver's License State (1)               | AK               |                                                                                                               |        |                |
|                             |        |                                    | Driver's License # (1)                   | 222-333-666      |                                                                                                               |        |                |
|                             |        |                                    | 2.707 Response Address                   | -                |                                                                                                               |        |                |
|                             |        |                                    | Response Addressee                       | M Inc.           |                                                                                                               |        |                |
|                             |        |                                    | Response Address 1                       | HQ               |                                                                                                               |        |                |
|                             |        |                                    | Response Address 2                       | (no data)        |                                                                                                               |        |                |
|                             |        |                                    | Response Address 3                       | London, VA 44444 |                                                                                                               |        |                |
|                             |        |                                    | Response Phone #                         | 007-999-9999     |                                                                                                               |        |                |
|                             |        |                                    |                                          |                  |                                                                                                               |        |                |
| 4                           | Vendor | <b>LIVESCAN</b><br><b>CARDSCAN</b> | Capture ten rolled fingerprints          |                  | Rolled prints are collected and the scanning station user interface functionality is acceptable to the TC     |        | Stop test      |
| 5                           | Vendor | <b>LIVESCAN</b><br><b>CARDSCAN</b> | Correctly capture four plain impressions |                  | Plain impressions are collected and the scanning station user interface functionality is acceptable to the TC |        | Stop test      |
| 6                           | Vendor | <b>LIVESCAN</b><br><b>CARDSCAN</b> | Submit transaction                       |                  | MS and FBI Responses received                                                                                 |        | Stop test      |

| Test Procedure: APP for SOR |     |                      |                                                                                     |                                                                                                                                         |        |                                                                        |
|-----------------------------|-----|----------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------|------------------------------------------------------------------------|
| Step                        | Who | When                 | Procedure                                                                           | Expected Result                                                                                                                         | Status | Action if Fail                                                         |
| 7                           | TC  | LIVESCAN<br>CARDSCAN | Use the MCHS Web application Prescreening Report to display the transaction         | Overall Transaction Status is Accepted. No errors reported<br><br>View transaction and confirm Reason fingerprinted is Sex Offender Reg |        | Stop test                                                              |
| 8                           | TC  | LIVESCAN<br>CARDSCAN | Click the "Workflow" link on the Prescreening report to display the Workflow report | Transaction processed successfully by MBIS and no issues reported with quality of the biometrics                                        |        | Stop test<br><br>Otherwise, proceed to <a href="#">Exit Criteria</a> . |

## 4.5 CIVIL APPLICANT AGENCY TEST

### 4.5.1 Entry Criteria

Below are criteria to be met before proceeding with this test.

- Tenprint Vendor Response specifies certification for Civil Applicants
  - If not, skip this test and proceed directly to [Department of Correction Agency Tests.](#))
- POP3S Connectivity Test exit criteria met
- Transaction Responses Tests completed successfully for all steps performed for Civil Applicants
- Edit Tables Downloaded Test exit criteria met

### 4.5.2 Objectives

The objectives of this test are to verify the following:

- Transaction types: The scanning station supports the following Civil Applicant transaction types:
  - Billable Applicant
  - No Charge Applicant
- Scanning station user:
  - The user at scanning station provides data for the transaction as defined by the MCHS Tenprint ICD
  - All data entered by user at the scanning station is included in the transaction submitted to MCHS
- Transaction creation:
  - Scanning station submits transaction to MCHS which does not contain any format or content errors, as detected by Prescreening
  - Submitted transaction is compliant with MCHS Tenprint ICD, which includes the ANSI/NIST format
  - Scanning stations hard-code and generate fields, according to MCHS Tenprint ICD
- Submission to MCHS:
  - Scanning station successfully submits transaction to the MCHS using SMTPS
  - Scanning station allows a transaction can be stored, subsequently modified and re-submitted
  - Scanning station can resubmit an applicant transaction as a No Charge Applicant Resubmit
- Biometric quality:
  - Scanning station does not allow a transaction to be submitted if the rolled fingers don't match the corresponding fingers in the slaps
  - Scanning station captures and submits biometrics (fingerprint) that pass examiner assessment
- Printing:
  - Scanning station can print Mississippi and FBI Applicant cards on 8 1/2 x 11 paper and on pre-printed card stock from either a stored or a new transaction

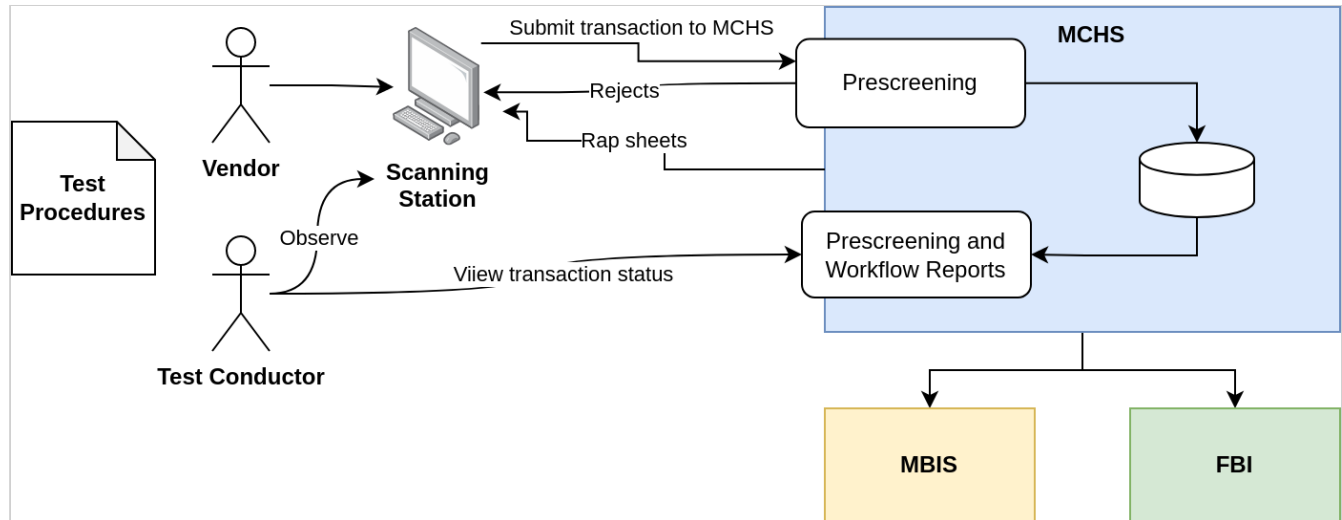
### 4.5.3 Test Execution Overview

The purpose of the test execution overview is to provide an overview and high level guidance in executing the Test Procedures.

#### Overall Flow

These tests start with end-to-end Civil Applicant transactions created by the vendor at the scanning station. The scanning station submits each transaction to MCHS, which processes the transaction, submits requests to the local MBIS system and to the FBI NGI system and finally returns responses to the scanning station. If the processing is successful, MCHS will send Mississippi and FBI rap sheets to the scanning station. If unsuccessful, MCHS will send either a reject message or an FBI error response to the scanning station.

The MCHS Prescreening component will be used to validate that the transaction is compliant with the MCHS Tenprint ICD. The Test Conductor (TC) will use the MCHS Prescreening and Workflow Reports as well as examiner interface to verify expected results. The diagram below shows the overall flow.



### Use of Test Procedures

Test procedures for transaction with amputated or bandaged fingers are provided in the Amputated or Bandaged Test and must be executed for each scanner.

The "Status" column in the test procedures is used to record status of the individual step. Valid values are:

- Pass - Successful executed with expected results met
- Fail - Expected results not met
- N/A - Not applicable

### Color-coded Abbreviations for When Column

The following color-coded abbreviations are used in the **When** column of each test procedure:

| Abbreviation    | Meaning                                                        |
|-----------------|----------------------------------------------------------------|
| <b>CIVIL</b>    | Vendor is certifying for Civil Applicant                       |
| <b>LAW</b>      | Vendor is certifying for Law Enforcement                       |
| <b>MDOC</b>     | Vendor is certifying for Mississippi Department of Corrections |
| <b>PALM</b>     | Vendor's station contains palm scanner                         |
| <b>CAMERA</b>   | Vendor's station contains facial camera                        |
| <b>4-4-2</b>    | Vendor's station is certifying for 4-4-2                       |
| <b>LIVESCAN</b> | Vendor is certifying a livescan                                |
| <b>CARDSCAN</b> | Vendor is certifying a cardscan                                |



The codes above should be used to indicate a minimum configuration. For example, if only **LIVESCAN** is present, then the only constraint is that the station be a livescan. It may be used for any agency type, may or may not have a palm scanner or a facial camera. In contrast, if **LIVESCAN** **LAW** **PALM** is present the the station must be a livescan with upper/lower palm capability and the test must be for law enforcement.

Note also that the following are mutually exclusive:

- **CIVIL** **LAW** **MDOC** - if multiple are specified, only one needs to be true
- **LIVESCAN** **CARDSCAN** - if both are specified, only one needs to be true

### Applicability of Tests

Perform Billable Applicant Tenprint or Billable Applicant 4-4-2 only if applicable to scanner.

If the certification session includes both a livescan and cardscan and the same scanning station software is used for both, **certify livescans first**.

If the certification session includes both tenprint and palm print scanners and the same scanning station software is used for both, **certify palmpoint first with the Law Enforcement Tests** (currently palms are not applicable to Civil Applicants).

**If a livescan scanner was previous certified during this session**, perform one or both of the following test procedures as applicable:

- [Test Procedure: Billable Applicant Tenprint](#)
- [Test Procedure: Billable Applicant 4-4-2](#)

**If a cardscan scanner was previous certified during this session**, perform only the following test procedure:

- [Test Procedure: Billable Applicant Tenprint](#)

### 4.5.4 Exit Criteria

Must successfully complete all applicable steps in each test procedure to pass this test. If all steps in each test procedures have been successfully completed continue [Amputated and Bandaged Tests](#).

### 4.5.5 Test Procedures Index

Below is an index of the test procedures for this test:

- [Test Procedure: Billable Applicant Data Entry and Validation](#)
- [Test Procedure: Billable Applicant Tenprint](#)
- [Test Procedure: Billable Applicant 4-4-2](#)
- [Test Procedure: No Charge Applicant](#)

### 4.5.6 Test Procedure: Billable Applicant Data Entry and Validation

#### Applicability

- First Tenprint Livescan
- First Tenprint Cardscan

If not applicable proceed to [Test Procedure: Billable Applicant Tenprint](#)

#### Overview

The primary purpose of this test procedure is to verify that the scanning station software submits Billable Applicant transactions to MCHS which are compliant with the MCHS Tenprint ICD. The Billable Applicant User Entered Data Table (below) is referenced in Step 3 to provide the requirement for the user entered fields. The type of biometrics captured is not important. In addition to data entry validation, the transaction will be submitted to MCHS and processed end to end verifying SMTPS connectivity and email structure conformance as well as initial biometric quality assessment at the station.

In this test, a Billable Applicant transaction is created and submitted to MCHS. The TC uses MCHS Prescreening and Workflow reports to verify the transaction is correct and completed successfully.

For this data entry and validation test, choose either a regular billable applicant or a 4-4-2 billable applicant. The test steps include optional steps for 4-4-2 if that is chosen.

**Billable Applicant User Entered Data Table:**

The data table below is used in test step 3 for this test procedure only. The legend tables explaining the column headings and contents of the data table:

| Legend: Column Headings |                                                                                                    |
|-------------------------|----------------------------------------------------------------------------------------------------|
| Heading                 | Description                                                                                        |
| Blk                     | Block number on printed cardscan form                                                              |
| Field Name and NIST Tag | Corresponding field in the NIST transaction submitted to MCHS and defined in the MCHS Tenprint ICD |
| Required                | Indicates if field is required; and if there are subfields, indicates which subfields are required |
| CLSO                    | Field value is entered by operator on a cardscan but not on a livescan - or vice versa             |
| MaxOcc                  | Maximum occurrences (multiple occurrences are not allowed unless specified)                        |
| Length                  | Length (minimum and maximum length - if value is not from an edit table)                           |
| Characters/Values       | Characters/Values allowed; includes cross-field validations                                        |

| Legend: Characters/Values Column                      |                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Code                                                  | Description                                                                                                                                                                                                                                                                                                              |
| ET                                                    | Value can only be one of those on the edit table. A common problem has been that an operator can hit a key, such as the ESC key, and then enter any value. They must be restricted to those values in the indicated edit table - the edit table name is the name in the Edit Table Download message and found in the ICD |
| ANS without anything after it                         | Letters, numbers, or special characters - meaning just about any character on the keyboard                                                                                                                                                                                                                               |
| ANS followed by a specific list of special characters | Letters, numbers, and the special characters listed                                                                                                                                                                                                                                                                      |
| AN                                                    | Letters or numbers                                                                                                                                                                                                                                                                                                       |
| AS followed by a specific list of special characters  | Letters, and the special characters listed                                                                                                                                                                                                                                                                               |

| <b>Legend: Field Name and NIST Column</b> |                                                                                                                               |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>Name/Code</b>                          | <b>Description</b>                                                                                                            |
| Tag                                       | Tag number of the field in the ICD and in the NIST record. Not relevant for test, but helpful to find requirement in the ICD. |
| Name                                      | Name of the field in the ICD.                                                                                                 |
| Acronym in parentheses                    | Acronym of field In the ICD. Not relevant for test, but helpful for reference.                                                |

| <b>Legend: Character/Values Column</b> |                                                                                                                         |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b>Name/Code</b>                       | <b>Description</b>                                                                                                      |
| CF                                     | Cross-field validation. Scanning station can't validate until values are entered in both fields.                        |
| Transaction Date                       | Date the transaction is created on the scanning station (see field 1.05 in the ICD). It is not entered by the operator. |

| Billable Applicant User Entered - Data Table |                                         |                                                                  |                |          |        |                                                                                                                                                                                                        |
|----------------------------------------------|-----------------------------------------|------------------------------------------------------------------|----------------|----------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Blk                                          | Field Name and NIST Tag                 | Required                                                         | CLSO           | MaxOcc   | Length | Characters/Values                                                                                                                                                                                      |
| 1                                            | Tag: 2.018<br>Name: Name (name)         | Yes<br>Last Name and First Name must be present in an occurrence |                | up to 10 |        |                                                                                                                                                                                                        |
|                                              | First Name (fname)                      |                                                                  |                |          | max 20 | AS, only hyphens, apostrophes, and spaces                                                                                                                                                              |
|                                              | Last Name (lname)                       |                                                                  |                |          | max 35 | AS, only hyphens, apostrophes, and spaces                                                                                                                                                              |
|                                              | Middle Name (mname)                     |                                                                  |                |          | max 20 | AS, only hyphens, apostrophes, and spaces                                                                                                                                                              |
|                                              | Name Suffix (suffix)                    |                                                                  |                |          |        | ET - Suffix                                                                                                                                                                                            |
|                                              | ---- if name is a nickname              |                                                                  |                |          |        | To specify a nickname: A single 'X' must be in the First Name field with the nickname in the last name field (middle name and name suffix fields must be null)                                         |
| 3                                            | Tag: 2.041<br>Name: Residence (resfgr)  | No                                                               |                |          |        |                                                                                                                                                                                                        |
|                                              | Residence Address 1 (resad1)            |                                                                  |                |          | max 35 | ANS                                                                                                                                                                                                    |
|                                              | Residence Address 2 (resad2)            |                                                                  |                |          | max 35 | ANS                                                                                                                                                                                                    |
|                                              | Residence Address 3 (resad3)            |                                                                  |                |          | max 35 | ANS                                                                                                                                                                                                    |
| 4                                            | Tag: 2.038<br>Name: Date Printed (dprt) | Yes                                                              | card scan only |          |        | Format CCYYMMDD where CC is 19 or 20 and YY is 00 through 99<br>CCYYMMDD must be a valid calendar date<br>Must be less or equal to current date<br>Must be less than or equal to Transaction Date (CF) |

| Billable Applicant User Entered - Data Table |                                                   |          |                |         |            |                                                                                                                                                                                                                                                                         |
|----------------------------------------------|---------------------------------------------------|----------|----------------|---------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Blk                                          | Field Name and NIST Tag                           | Required | CLSO           | MaxOcc  | Length     | Characters/Values                                                                                                                                                                                                                                                       |
| 6                                            | Tag: 2.037<br>Name: Reason Fingerprinted (rsnfgr) | Yes      |                |         |            | ET - Reason Fingerprinted                                                                                                                                                                                                                                               |
|                                              | Tag: 2.039<br>Name: Employment (wrkhis)           | No       |                |         |            |                                                                                                                                                                                                                                                                         |
|                                              | Occupation (occ)                                  |          |                |         | max 50     | ANS                                                                                                                                                                                                                                                                     |
|                                              | Employer Name (emplr)                             |          |                |         | max 29     | ANS                                                                                                                                                                                                                                                                     |
|                                              | Employer Address 1 (empad1)                       |          |                |         | max 29     | ANS                                                                                                                                                                                                                                                                     |
|                                              | Employer Address 2 (empad2)                       |          |                |         | max 29     | ANS                                                                                                                                                                                                                                                                     |
|                                              | Employer Address 3 (empad3)                       |          |                |         | max 29     | ANS                                                                                                                                                                                                                                                                     |
| 9                                            | Tag: 1.08<br>Name: Applicant Agency ORI (dai)     | Yes      |                |         | exactly 10 | ET - Agency                                                                                                                                                                                                                                                             |
| 9                                            | Tag: 1.07<br>Name: Print Agency ORI (dai)         | Yes      | card scan only |         |            | ET - Agency                                                                                                                                                                                                                                                             |
| 10                                           | Tag: 2.022<br>Name: Date of Birth (dob)           | Yes      |                | up to 5 |            | Format CCYYMMDD where CC is 19 or 20 and YY is 00 through 99<br>CCYYMMDD must be a valid calendar date<br>Cannot be more than 99 years before Transaction Date with the exception that 19000101 must be allowed (CF)<br>Must be 14 or more years less than current date |
| 11                                           | Tag: 2.021<br>Name: Country of Citizenship (coc)  | No       |                |         |            | ET - Country                                                                                                                                                                                                                                                            |

| Billable Applicant User Entered - Data Table |                                                     |                                                                        |      |         |               |                                                                                                  |
|----------------------------------------------|-----------------------------------------------------|------------------------------------------------------------------------|------|---------|---------------|--------------------------------------------------------------------------------------------------|
| Blk                                          | Field Name and NIST Tag                             | Required                                                               | CLSO | MaxOcc  | Length        | Characters/Values                                                                                |
| 12                                           | Tag: 2.024<br>Name: Sex/Gender (sex)                | Yes                                                                    |      |         |               | ET - Sex                                                                                         |
| 13                                           | Tag: 2.025<br>Name: Race (race)                     | Yes                                                                    |      |         |               | ET - Race                                                                                        |
| 14                                           | Tag: 2.027<br>Name: Height (hght)                   | Yes                                                                    |      |         |               | Must be in feet and inches (fii) format where f must be from 4 to 7 and ii must be from 00 to 11 |
| 15                                           | Tag: 2.029<br>Name: Weight (wght)                   | Yes                                                                    |      |         |               | Must be in the range 070 through 600<br>For values less than 100, a leading zero is required     |
| 16                                           | Tag: 2.031<br>Name: Eye Color (eyeclr)              | Yes                                                                    |      |         |               | ET - Eye Color                                                                                   |
| 17                                           | Tag: 2.032<br>Name: Hair Color (hrclr)              | Yes                                                                    |      |         |               | ET - Hair Color                                                                                  |
| 18                                           | Tag: 2.020<br>Name: Place of Birth (pob)            | Yes                                                                    |      |         |               | ET - Place of Birth                                                                              |
| 19                                           | Tag 2.009<br>Name: Originating Agency Case # (oacn) | No                                                                     |      |         | min 4, max 20 | ANS, only spaces and hyphens                                                                     |
| 21 and 23                                    | Tag: 2.017<br>Name: Miscellaneous Id # (midno)      | No<br>If present, both Type and Value must be present in an occurrence |      | up to 4 |               |                                                                                                  |
|                                              | Misc Id # Type (notyp)                              |                                                                        |      |         |               | ET - Misc Number Type                                                                            |
|                                              | Misc Id # Value (noval)                             |                                                                        |      |         | max 12        | ANS, only hyphens                                                                                |

| Billable Applicant User Entered - Data Table |                                                     |                                                                                                                                                                |      |          |           |                                                                                                                                                                                                                                             |
|----------------------------------------------|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Blk                                          | Field Name and NIST Tag                             | Required                                                                                                                                                       | CLSO | MaxOcc   | Length    | Characters/Values                                                                                                                                                                                                                           |
| 22                                           | Tag: 2.016<br>Name: Social Security # (ssan)        | No                                                                                                                                                             |      | up to 4  | exactly 9 | <ul style="list-style-type: none"> <li>positions 1 through 3 (area) cannot be 000 or 666 or 900-999</li> <li>positions 4-5 (group) cannot be 00</li> <li>positions 6-9 (serial number) cannot be 0000</li> <li>cannot be 1111111</li> </ul> |
|                                              | Tag: 2.703<br>Name: Driver's License (dlno)         | Yes if APP and reason fingerprinted is 'CDL'Hazmat' Otherwise, not required.<br><br>If present, both State and License # must both be present in an occurrence |      | up to 4  |           |                                                                                                                                                                                                                                             |
|                                              | Driver's License State (list)                       |                                                                                                                                                                |      |          |           | ET - State                                                                                                                                                                                                                                  |
|                                              | Driver's License # (lino)                           |                                                                                                                                                                |      |          | max 20    | ANS                                                                                                                                                                                                                                         |
|                                              | Tag: 2.026<br>Name: Scars, Marks, and Tattoos (smt) | No<br>If present, Code must be present in an occurrence                                                                                                        |      | up to 10 |           |                                                                                                                                                                                                                                             |
|                                              | SMT Code (code)                                     |                                                                                                                                                                |      |          |           | ET - Tattoo                                                                                                                                                                                                                                 |
|                                              | SMT Description (smt dsc)                           |                                                                                                                                                                |      |          | max 20    | ANS                                                                                                                                                                                                                                         |
|                                              | Tag: 2.706<br>Name: Fee Paid (feepd)                | No                                                                                                                                                             |      |          |           | Must be in whole dollars or dollars and cents.                                                                                                                                                                                              |

| Billable Applicant User Entered - Data Table |                                               |          |      |        |        |                   |
|----------------------------------------------|-----------------------------------------------|----------|------|--------|--------|-------------------|
| Blk                                          | Field Name and NIST Tag                       | Required | CLSO | MaxOcc | Length | Characters/Values |
|                                              | Tag: 2.707<br>Name: Response Address (rspadd) | No       |      |        |        |                   |
|                                              | Response Addressee (addree)                   |          |      |        | max 50 | ANS               |
|                                              | Response Address 1 (addr1)                    |          |      |        | max 35 | ANS               |
|                                              | Response Address 2 (addr2)                    |          |      |        | max 35 | ANS               |
|                                              | Response Address 3 (addr3)                    |          |      |        | max 35 | ANS               |
|                                              | Response Phone (phone)                        |          |      |        | max 20 | ANS               |

**Test Procedure:**

| Test Procedure: User Provided Data |        |                                    |                                                                                    |                                                                                                                                                                 |        |                |
|------------------------------------|--------|------------------------------------|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                               | Who    | When                               | Procedure                                                                          | Expected Result                                                                                                                                                 | Status | Action if Fail |
| 1                                  | TC     | <b>LIVESCAN</b><br><b>CARDSCAN</b> | Confirm MCHS configurations for the station is set to allow Applicant Transactions |                                                                                                                                                                 |        |                |
| 2                                  | TC     | <b>LIVESCAN</b><br><b>4-4-2</b>    | Confirm MCHS configurations for the station is set to allow Type-14 4-4-2          |                                                                                                                                                                 |        |                |
| 3                                  | Vendor | <b>LIVESCAN</b><br><b>CARDSCAN</b> | Initiate creation of a new Billable Applicant Transaction                          | Verify that the data entry fields on the scanning station's data entry screen are either empty or contain the pre-set default<br>Applicant agency is MS09999999 |        | Retry step     |
| 4                                  | Vendor | <b>CARDSCAN</b>                    | Verify applicant agency is user supplied                                           | No value in applicant agency                                                                                                                                    |        | Stop test      |



| Test Procedure: User Provided Data |        |                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |                |
|------------------------------------|--------|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                               | Who    | When                              | Procedure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Expected Result                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Status | Action if Fail |
| 5                                  | Vendor | LIVESCAN<br>CARDSCAN              | <p>Using table provided in above in this test procedure, review each field in the following table and confirm the expected result is met.</p> <ul style="list-style-type: none"> <li>Try to enter data in fields that are suppose to use the Edit Tables</li> <li>Try to enter less than the minimum and less than the maximum number of characters/values</li> <li>Try to enter less than the minimum and more than the maximum number of occurrences of a field</li> </ul> <p>Enter "Civil-DE1 in the Originating Agency Case Number (OACN) field</p> <p>Enter max value and max occurrences in all fields</p> <p>For Edit Table Download selectable fields select the longest value</p> <p>Note: If vendor is certifying both a livescan and a cardscan, and the validation software is the same. Check out the livescan first. Then when checking out the cardscan, only check those fields with "cardscan only" in the CSO column in the table above.</p> | <p>The data entry fields on the scanning station's data entry screen are either empty or contain the pre-set default</p> <p>Only the fields in the table appear on the screen</p> <p>For cardscan, fields are in same sequence as the applicant card (refer to Blk). TC may permit slight deviation</p> <p>A mechanism like a drop down list is provided (user can not override the value) for all fields provided by the Edit Table Download</p> <p>All fields required to use the Edit Table download require value to be selected and no input by the user</p> <p>User entered fields do not allow less than the minimum or more than the maximum values</p> <p>User entered fields allow only the character/values specified</p> <p>Maximum number of occurrences of the field are supported</p> <p>Cannot proceed if user entered required fields have not been entered</p> |        | Stop test      |
| 6                                  | Vendor | LIVESCAN<br>CARDSCAN<br>NOT 4-4-2 | Capture ten rolled fingerprints and four plain impressions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Rolled and plain impressions are collected and the scanning station user interface functionality is acceptable to the TC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |        | Stop test      |

| Test Procedure: User Provided Data |        |                      |                                                                                     |                                                                                                                                                     |        |                |
|------------------------------------|--------|----------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                               | Who    | When                 | Procedure                                                                           | Expected Result                                                                                                                                     | Status | Action if Fail |
| 7                                  | Vendor | LIVESCAN<br>4-4-2    | Capture Right Plain, Left Plain and Right & Left Plain Thumbs                       | Right Plain, Left Plain and Right and Left Plain Thumbs are collected and the scanning station user interface functionality is acceptable to the TC |        | Stop test      |
| 8                                  | Vendor | LIVESCAN<br>CARDSCAN | Submit transaction                                                                  | MS and FBI Responses received                                                                                                                       |        | Stop test      |
| 9                                  | TC     | LIVESCAN<br>CARDSCAN | Use the MCHS Web application Prescreening Report to display the transaction         | Overall Transaction Status is Accepted. No errors reported                                                                                          |        | Retry step     |
| 10                                 | TC     | LIVESCAN<br>CARDSCAN | Click the "Workflow" link on the Prescreening report to display the Workflow report | Transaction processed successfully by MBIS and no issues reported with quality of the biometrics                                                    |        | Retry step     |

#### 4.5.7 Test Procedure: Billable Applicant Tenprint

##### Applicability

- Livescan or cardscan tenprint scanners

If certification is only for 4-4-2 proceed to [Test Procedure: Billable Applicant 4-4-2](#)

##### Overview

This is a comprehensive test procedure verifying multiple requirements. A transaction will be created and submitted to MCHS and subsequently resubmitted and printed on paper and card stock. The TC uses the MCHS Prescreening and Workflow Reports to verify the transaction is correct and completed successfully.

Important note: This test requires fingerprinting a person in CIC personnel who has had their fingerprints stored previously in the MBIS Test system under multiple AFIS keys. This is to ensure the transaction goes to the TI Verify stage in MBIS so the TC can review the quality of the fingerprints in TI Verify. The CIC person should be present at the start of this test.

| Test Procedure: Billable Applicant Tenprint |        |                      |                                                           |                                                                                                                                                                |        |                |
|---------------------------------------------|--------|----------------------|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                        | Who    | When                 | Procedure                                                 | Expected Result                                                                                                                                                | Status | Action if Fail |
| 1                                           | Vendor | LIVESCAN<br>CARDSCAN | Initiate creation of a new Billable Applicant Transaction | Verify that the data entry fields on the scanning station's data entry screen are either empty or contain the pre-set default<br>Applicant agency is MS0999999 |        | Stop test      |

| Test Procedure: Billable Applicant Tenprint |        |                                         |                                 |                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|---------------------------------------------|--------|-----------------------------------------|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                        | Who    | When                                    | Procedure                       |                                                                                                                                                                                              | Expected Result                                                                                                                                                                                                                                                                                                                                               | Status | Action if Fail |
| 2                                           | Vendor | <div>LIVESCAN</div> <div>CARDSCAN</div> | Enter the following data:       |                                                                                                                                                                                              | All data can be entered as indicated                                                                                                                                                                                                                                                                                                                          |        | Stop test      |
|                                             |        |                                         | Field                           | Value                                                                                                                                                                                        | Text can be entered in mixed case as indicated                                                                                                                                                                                                                                                                                                                |        |                |
|                                             |        |                                         | Type 1 Record:                  |                                                                                                                                                                                              | Note regarding Employment and Residence addresses:                                                                                                                                                                                                                                                                                                            |        |                |
|                                             |        |                                         | 1.07 Print Agency ORI           | Cardscan: MS0999999<br>This field is user entered ONLY IF the certification is for a cardscan.<br>Livescan: NOT user entered.<br>Hardcoded value as indicated in introduction to Appendix B. | The test data may indicate "empty" fields between two populated fields - e.g. Address1 and Address 3 populated, but not Address 2. The purpose of the test data is to ensure that invalid separator situations do not occur. If scanning station software does not allow empty address lines, this is OK. Vendor must demonstrate this to the test conductor. |        |                |
|                                             |        |                                         | 1.08 Applicant Agency ORI       | MS0999999                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                             |        |                                         | Type 2 Record:                  |                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                             |        |                                         | 2.009 Originating Agency Case # | Civil-Tenprint-2                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                             |        |                                         | 2.016 Social Security # (0)     | 22222222                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                             |        |                                         | Social Security # (1)           | 33333333                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                             |        |                                         | 2.017 Miscellaneous Id #        | –                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                             |        |                                         | Misc Id # Type (0)              | Natl Agency Nr                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                               |        |                |
|                                             |        |                                         | Misc Id # Value (0)             | 12-X2230                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                               |        |                |

| Test Procedure: Billable Applicant Tenprint |     |      |                                 |              |                 |        |                |
|---------------------------------------------|-----|------|---------------------------------|--------------|-----------------|--------|----------------|
| Step                                        | Who | When | Procedure                       |              | Expected Result | Status | Action if Fail |
|                                             |     |      | <b>Field</b>                    | <b>Value</b> |                 |        |                |
|                                             |     |      | Misc Id #<br>Type (1)           | Passport Nr  |                 |        |                |
|                                             |     |      | Misc Id #<br>Value (1)          | 88555        |                 |        |                |
|                                             |     |      | 2.018 Name                      | -            |                 |        |                |
|                                             |     |      | Last Name (0)                   | Vader        |                 |        |                |
|                                             |     |      | First Name<br>(0)               | Raymond      |                 |        |                |
|                                             |     |      | Middle Name<br>(0)              | Luke         |                 |        |                |
|                                             |     |      | Name Suffix<br>(0)              | III          |                 |        |                |
|                                             |     |      | Last Name (1)                   | Jimmy Earl   |                 |        |                |
|                                             |     |      | First Name<br>(1)               | X            |                 |        |                |
|                                             |     |      | Middle Name<br>(1)              | (no data)    |                 |        |                |
|                                             |     |      | Name Suffix<br>(1)              | (no data)    |                 |        |                |
|                                             |     |      | 2.020 Place of Birth            | LA           |                 |        |                |
|                                             |     |      | 2.021 Country of<br>Citizenship | GN           |                 |        |                |

| Test Procedure: Billable Applicant Tenprint |     |      |                                 |                    |                 |                       |
|---------------------------------------------|-----|------|---------------------------------|--------------------|-----------------|-----------------------|
| Step                                        | Who | When | Procedure                       |                    | Expected Result | Status Action if Fail |
|                                             |     |      | <b>Field</b>                    | <b>Value</b>       |                 |                       |
|                                             |     |      | 2.022 Date of Birth (0)         | 19850505           |                 |                       |
|                                             |     |      | Date of Birth (1)               | 19460606           |                 |                       |
|                                             |     |      | 2.024 Sex/Gender                | Male               |                 |                       |
|                                             |     |      | 2.205 Race                      | White              |                 |                       |
|                                             |     |      | 2.026 Scars, Marks, and Tattoos | -                  |                 |                       |
|                                             |     |      | SMT Code (0)                    | TAT UP LIP         |                 |                       |
|                                             |     |      | SMT Description (0)             | Helmet             |                 |                       |
|                                             |     |      | SMT Code (1)                    | TAT UL ARM         |                 |                       |
|                                             |     |      | SMT Description (1)             | Owl                |                 |                       |
|                                             |     |      | 2.027 Height                    | 604                |                 |                       |
|                                             |     |      | 2.029 Weight                    | 250                |                 |                       |
|                                             |     |      | 2.031 Eye Color                 | GRY                |                 |                       |
|                                             |     |      | 2.032 Hair Color                | BLK                |                 |                       |
|                                             |     |      | 2.037 Reason Fingerprinted      | Liquor App 67-1-57 |                 |                       |

| Test Procedure: Billable Applicant Tenprint |     |      |                          |                                                                                                                              |                 |        |                |
|---------------------------------------------|-----|------|--------------------------|------------------------------------------------------------------------------------------------------------------------------|-----------------|--------|----------------|
| Step                                        | Who | When | Procedure                |                                                                                                                              | Expected Result | Status | Action if Fail |
|                                             |     |      | <b>Field</b>             | <b>Value</b>                                                                                                                 |                 |        |                |
|                                             |     |      | 2.038 Date Printed       | Cardscan: 20170603<br>This field is user entered ONLY IF the certification is for a cardscan.<br>Livescan: NOT user entered. |                 |        |                |
|                                             |     |      | 2.039 Employment         | –                                                                                                                            |                 |        |                |
|                                             |     |      | Occupation               | Civil Engineer                                                                                                               |                 |        |                |
|                                             |     |      | Employer Name            | Builders Depot                                                                                                               |                 |        |                |
|                                             |     |      | Employer Address<br>1    | 825 Riverview Suite 204                                                                                                      |                 |        |                |
|                                             |     |      | Employer Address<br>2    | Llvingston, GA                                                                                                               |                 |        |                |
|                                             |     |      | Employer Address<br>3    | 25012                                                                                                                        |                 |        |                |
|                                             |     |      | 2.041 Residence          | –                                                                                                                            |                 |        |                |
|                                             |     |      | Residence<br>Address 1   | 200 Side Street                                                                                                              |                 |        |                |
|                                             |     |      | Residence<br>Address 2   | (no data)                                                                                                                    |                 |        |                |
|                                             |     |      | Residence<br>Address 3   | Riverville, MS 22225                                                                                                         |                 |        |                |
|                                             |     |      | 2.703 Drivers<br>License | –                                                                                                                            |                 |        |                |

| Test Procedure: Billable Applicant Tenprint |     |      |                            |                      |                 |        |                |
|---------------------------------------------|-----|------|----------------------------|----------------------|-----------------|--------|----------------|
| Step                                        | Who | When | Procedure                  |                      | Expected Result | Status | Action if Fail |
|                                             |     |      | <b>Field</b>               | <b>Value</b>         |                 |        |                |
|                                             |     |      | Driver's License State (0) | MS                   |                 |        |                |
|                                             |     |      | Driver's License # (0)     | 666-666-666          |                 |        |                |
|                                             |     |      | Driver's License State (1) | AK                   |                 |        |                |
|                                             |     |      | Driver's License # (1)     | AK-222222            |                 |        |                |
|                                             |     |      | 2.706 Fee Paid             | 35.99                |                 |        |                |
|                                             |     |      | 2.707 Response Address     | -                    |                 |        |                |
|                                             |     |      | Response Addressee         | Han Solo Inc.        |                 |        |                |
|                                             |     |      | Response Address 1         | P.O. C3              |                 |        |                |
|                                             |     |      | Response Address 2         | (no data)            |                 |        |                |
|                                             |     |      | Response Address 3         | Enterprise, VA 44444 |                 |        |                |
|                                             |     |      | Response Phone #           | 222-111-4444         |                 |        |                |



| Test Procedure: Billable Applicant Tenprint |        |                      |                                                                                                                               |                                                                                                                                        |        |                |
|---------------------------------------------|--------|----------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                        | Who    | When                 | Procedure                                                                                                                     | Expected Result                                                                                                                        | Status | Action if Fail |
| 3                                           | Vendor | LIVESCAN<br>CARDSCAN | Capture ten rolled fingerprints <u>from the CIC personnel</u> (not from the vendor).                                          | Rolled prints are collected and the scanning station user interface functionality is acceptable to the TC                              |        | Stop test      |
| 4                                           | Vendor | LIVESCAN             | Incorrectly capture four plain impressions by reversing hands and try to submit the transaction. CIC personnel used for this. | Plain impressions are collected. Scanning station performs sequence checking and does not allow the station to submit the transactions |        | Stop test      |
| 5                                           | Vendor | LIVESCAN<br>CARDSCAN | Correctly capture four plain impressions. CIC personnel used for this.                                                        | Plain impressions are collected and the scanning station user interface functionality is acceptable to the TC                          |        | Stop test      |
| 6                                           | Vendor | LIVESCAN<br>CARDSCAN | Submit transaction                                                                                                            | MS and FBI Responses received                                                                                                          |        | Stop test      |
| 7                                           | TC     | LIVESCAN<br>CARDSCAN | Use the MCHS Web application Prescreening Report to display the transaction                                                   | Overall Transaction Status is Accepted. No errors reported.                                                                            |        | Stop test      |
| 8                                           | TC     | LIVESCAN<br>CARDSCAN | Click the "Workflow" link on the Prescreening report to display the Workflow report                                           | Transaction processed successfully by MBIS and no issues reported with quality of the biometrics                                       |        | Stop test      |
| 9                                           | TC     | LIVESCAN<br>CARDSCAN | Review the prints in MBIS                                                                                                     | Quality of the prints is acceptable to MBIS and the TC                                                                                 |        | Stop test      |
| 10                                          | Vendor | LIVESCAN<br>CARDSCAN | Verify the transaction is stored on the scanning station                                                                      | Transaction is found                                                                                                                   |        | Stop test      |

| Test Procedure: Billable Applicant Tenprint |     |                      |                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |                |
|---------------------------------------------|-----|----------------------|------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                        | Who | When                 | Procedure                                                                                                              | Expected Result                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Status | Action if Fail |
| 11                                          | TC  | LIVESCAN<br>CARDSKAN | Select a stored Billable Applicant Transaction and print a tenprint card on 8 1/2 x 11 paper and an FBI Applicant Card | <p>Verify the format of the printed image of a card: "print the fingerprint images and demographic data on 8 ½ x 11 paper using an embedded template such that the image and data formats appear on the paper to look like the FBI Applicant Card"</p> <p>Verify Lines on card</p> <p>Verify the contents of the printed applicant card</p> <p>Verify that the prints and data that are entered for printing cannot be submitted to MCHS unless the operator specifically requests this.</p> <p>Look at the Prescreening Transaction Report to verify that the transaction was not submitted.</p> <p>Verify that all data is correctly positioned on the FBI Applicant Card.</p> <p>Verify the contents of the printed applicant card.</p> <p>Verify that the prints and data that are entered for printing cannot be submitted to MCHS unless the operator specifically requests this.</p> <p>Look at the Prescreening Transaction Report to verify that the transaction was not submitted.</p> |        | Stop test      |

#### 4.5.8 Test Procedure: Billable Applicant 4-4-2

##### Applicability

- Livescans and 4-4-2

If not certifying for 4-4-2 and **first scanner proceed** to [Test Procedure: No Charge Applicant](#).

Otherwise, proceed to [Exit Criteria](#).

### Overview

This is a comprehensive test procedure verifying multiple requirements. A transaction will be created and submitted to MCHS and subsequently resubmitted and printed on paper and card stock. The TC uses the MCHS Prescreening and Workflow Reports to verify the transaction is correct and completed successfully.

Important note: This test requires fingerprinting a person in CIC personnel who has had their fingerprints stored previously in the MBIS Test system under multiple AFIS keys. This is to ensure the transaction goes to the TI Verify stage in MBIS so the TC can review the quality of the fingerprints in TI Verify. The CIC person should be present at the start of this test.

| Test Procedure: Billable Applicant 4-4-2 |        |                   |                                                                           |                                                                                                                                                                |        |                     |
|------------------------------------------|--------|-------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------|
| Step                                     | Who    | When              | Procedure                                                                 | Expected Result                                                                                                                                                | Status | Action if Fail      |
| 1                                        | TC     | LIVESCAN<br>4-4-2 | Confirm MCHS configurations for the station is set to allow Type-14 4-4-2 |                                                                                                                                                                |        |                     |
| 2                                        | Vendor | LIVESCAN<br>4-4-2 | Initiate creation of a new Billable Applicant Transaction                 | Verify that the data entry fields on the scanning station's data entry screen are either empty or contain the pre-set default<br>Applicant agency is MS0999999 |        | Stop test procedure |

| Test Procedure: Billable Applicant 4-4-2 |        |                                      |                                 |                |                                                                                                                                                                                                                            |        |                     |
|------------------------------------------|--------|--------------------------------------|---------------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------|
| Step                                     | Who    | When                                 | Procedure                       |                | Expected Result                                                                                                                                                                                                            | Status | Action if Fail      |
| 3                                        | Vendor | <div>LIVESCAN</div> <div>4-4-2</div> | Enter the following data:       |                | All data can be entered as indicated                                                                                                                                                                                       |        | Stop test procedure |
|                                          |        |                                      | Field                           | Value          | Text can be entered in mixed case as indicated                                                                                                                                                                             |        |                     |
|                                          |        |                                      | Type 1 Record:                  |                | Note regarding Employment and Residence addresses:                                                                                                                                                                         |        |                     |
|                                          |        |                                      | 1.08 Applicant Agency ORI       | MS0999999      | The test data may indicate "empty" fields between two populated fields - e.g. Address1 and Address 3 populated, but not Address 2.                                                                                         |        |                     |
|                                          |        |                                      | Type 2 Record:                  |                | The purpose of the test data is to ensure that invalid separator situations do not occur. If scanning station software does not allow empty address lines, this is OK. Vendor must demonstrate this to the test conductor. |        |                     |
|                                          |        |                                      | 2.009 Originating Agency Case # | Civil-442-4    |                                                                                                                                                                                                                            |        |                     |
|                                          |        |                                      | 2.016 Social Security # (0)     | 22222222       |                                                                                                                                                                                                                            |        |                     |
|                                          |        |                                      | Social Security # (1)           | 33333333       |                                                                                                                                                                                                                            |        |                     |
|                                          |        |                                      | 2.017 Miscellaneous Id #        | –              |                                                                                                                                                                                                                            |        |                     |
|                                          |        |                                      | Misc Id # Type (0)              | Natl Agency Nr |                                                                                                                                                                                                                            |        |                     |
|                                          |        |                                      | Misc Id # Value (0)             | 12-X2230       |                                                                                                                                                                                                                            |        |                     |
|                                          |        |                                      | Misc Id # Type (1)              | Passport Nr    |                                                                                                                                                                                                                            |        |                     |
|                                          |        |                                      | Misc Id # Value (1)             | 88555          |                                                                                                                                                                                                                            |        |                     |
|                                          |        |                                      | 2.018 Name                      | –              |                                                                                                                                                                                                                            |        |                     |
|                                          |        |                                      | Last Name (0)                   | Vader          |                                                                                                                                                                                                                            |        |                     |
|                                          |        |                                      | First Name (0)                  | Raymond        |                                                                                                                                                                                                                            |        |                     |
|                                          |        |                                      | Middle Name (0)                 | Luke           |                                                                                                                                                                                                                            |        |                     |

| Test Procedure: Billable Applicant 4-4-2 |     |      |                                 |              |                 |        |                |
|------------------------------------------|-----|------|---------------------------------|--------------|-----------------|--------|----------------|
| Step                                     | Who | When | Procedure                       |              | Expected Result | Status | Action if Fail |
|                                          |     |      | <b>Field</b>                    | <b>Value</b> |                 |        |                |
|                                          |     |      | Name Suffix (0)                 | III          |                 |        |                |
|                                          |     |      | Last Name (1)                   | Jimmy Earl   |                 |        |                |
|                                          |     |      | First Name (1)                  | X            |                 |        |                |
|                                          |     |      | Middle Name (1)                 | (no data)    |                 |        |                |
|                                          |     |      | Name Suffix (1)                 | (no data)    |                 |        |                |
|                                          |     |      | 2.020 Place of Birth            | LA           |                 |        |                |
|                                          |     |      | 2.021 Country of Citizenship    | GN           |                 |        |                |
|                                          |     |      | 2.022 Date of Birth (0)         | 19850505     |                 |        |                |
|                                          |     |      | Date of Birth (1)               | 19460606     |                 |        |                |
|                                          |     |      | 2.024 Sex/Gender                | Male         |                 |        |                |
|                                          |     |      | 2.205 Race                      | White        |                 |        |                |
|                                          |     |      | 2.026 Scars, Marks, and Tattoos | -            |                 |        |                |
|                                          |     |      | SMT Code (0)                    | TAT UP LIP   |                 |        |                |
|                                          |     |      | SMT Description (0)             | Helmet       |                 |        |                |
|                                          |     |      | SMT Code (1)                    | TAT UL ARM   |                 |        |                |
|                                          |     |      | SMT Description (1)             | Owl          |                 |        |                |
|                                          |     |      | 2.027 Height                    | 604          |                 |        |                |

**Test Procedure: Billable Applicant 4-4-2**

| Step | Who | When | Procedure                  |                                                                                                                              | Expected Result | Status | Action if Fail |
|------|-----|------|----------------------------|------------------------------------------------------------------------------------------------------------------------------|-----------------|--------|----------------|
|      |     |      | <b>Field</b>               | <b>Value</b>                                                                                                                 |                 |        |                |
|      |     |      | 2.029 Weight               | 250                                                                                                                          |                 |        |                |
|      |     |      | 2.031 Eye Color            | GRY                                                                                                                          |                 |        |                |
|      |     |      | 2.032 Hair Color           | BLK                                                                                                                          |                 |        |                |
|      |     |      | 2.037 Reason Fingerprinted | Liquor App 67-1-57                                                                                                           |                 |        |                |
|      |     |      | 2.038 Date Printed         | Cardscan: 20170603<br>This field is user entered ONLY IF the certification is for a cardscan.<br>Livescan: NOT user entered. |                 |        |                |
|      |     |      | 2.039 Employment           | –                                                                                                                            |                 |        |                |
|      |     |      | Occupation                 | Civil Engineer                                                                                                               |                 |        |                |
|      |     |      | Employer Name              | Builders Depot                                                                                                               |                 |        |                |
|      |     |      | Employer Address 1         | 825 Riverview Suite 204                                                                                                      |                 |        |                |
|      |     |      | Employer Address 2         | Llvingston, GA                                                                                                               |                 |        |                |
|      |     |      | Employer Address 3         | 25012                                                                                                                        |                 |        |                |
|      |     |      | 2.041 Residence            | –                                                                                                                            |                 |        |                |
|      |     |      | Residence Address 1        | 200 Side Street                                                                                                              |                 |        |                |
|      |     |      | Residence Address 2        | (no data)                                                                                                                    |                 |        |                |
|      |     |      | Residence Address 3        | Riverville, MS 22225                                                                                                         |                 |        |                |
|      |     |      | 2.703 Drivers License      | –                                                                                                                            |                 |        |                |

| Test Procedure: Billable Applicant 4-4-2 |        |                                 |                                                                                                                      |                      |                                                                                                                                                     |        |                     |
|------------------------------------------|--------|---------------------------------|----------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------|
| Step                                     | Who    | When                            | Procedure                                                                                                            |                      | Expected Result                                                                                                                                     | Status | Action if Fail      |
|                                          |        |                                 | <b>Field</b>                                                                                                         | <b>Value</b>         |                                                                                                                                                     |        |                     |
|                                          |        |                                 | Driver's License State (0)                                                                                           | MS                   |                                                                                                                                                     |        |                     |
|                                          |        |                                 | Driver's License # (0)                                                                                               | 666-666-666          |                                                                                                                                                     |        |                     |
|                                          |        |                                 | Driver's License State (1)                                                                                           | AK                   |                                                                                                                                                     |        |                     |
|                                          |        |                                 | Driver's License # (1)                                                                                               | AK-222222            |                                                                                                                                                     |        |                     |
|                                          |        |                                 | 2.706 Fee Paid                                                                                                       | 35.99                |                                                                                                                                                     |        |                     |
|                                          |        |                                 | 2.707 Response Address                                                                                               | -                    |                                                                                                                                                     |        |                     |
|                                          |        |                                 | Response Addressee                                                                                                   | Han Solo Inc.        |                                                                                                                                                     |        |                     |
|                                          |        |                                 | Response Address 1                                                                                                   | P.O. C3              |                                                                                                                                                     |        |                     |
|                                          |        |                                 | Response Address 2                                                                                                   | (no data)            |                                                                                                                                                     |        |                     |
|                                          |        |                                 | Response Address 3                                                                                                   | Enterprise, VA 44444 |                                                                                                                                                     |        |                     |
|                                          |        |                                 | Response Phone #                                                                                                     | 222-111-4444         |                                                                                                                                                     |        |                     |
| 4                                        | Vendor | <b>LIVESCAN</b><br><b>4-4-2</b> | Capture Right Plain, Left Plain and Right and Left Plain Thumbs <u>from the CIC personnel</u> (not from the vendor). |                      | Right Plain, Left Plain and Right and Left Plain Thumbs are collected and the scanning station user interface functionality is acceptable to the TC |        | Stop test procedure |
| 5                                        | Vendor | <b>LIVESCAN</b><br><b>4-4-2</b> | Submit transaction                                                                                                   |                      | MS and FBI Responses received                                                                                                                       |        | Stop test procedure |

| Test Procedure: Billable Applicant 4-4-2 |        |                          |                                                                                     |                                                                                                  |        |                     |
|------------------------------------------|--------|--------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|--------|---------------------|
| Step                                     | Who    | When                     | Procedure                                                                           | Expected Result                                                                                  | Status | Action if Fail      |
| 6                                        | TC     | <b>LIVESCAN</b><br>4-4-2 | Use the MCHS Web application Prescreening Report to display the transaction         | Overall Transaction Status is Accepted. No errors reported.                                      |        | Stop test procedure |
| 7                                        | TC     | <b>LIVESCAN</b><br>4-4-2 | Click the "Workflow" link on the Prescreening report to display the Workflow report | Transaction processed successfully by MBIS and no issues reported with quality of the biometrics |        | Stop test procedure |
| 8                                        | Vendor | <b>LIVESCAN</b><br>4-4-2 | Verify the transaction is stored on the scanning station                            | Transaction is found                                                                             |        | Stop test procedure |
| 9                                        | TC     | <b>LIVESCAN</b><br>4-4-2 | Review the prints in MBIS                                                           | Quality of the prints is acceptable to MBIS and the TC                                           |        | Stop test           |



| Test Procedure: Billable Applicant 4-4-2 |     |                   |                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |        |                     |
|------------------------------------------|-----|-------------------|-------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------|
| Step                                     | Who | When              | Procedure                                                                                                               | Expected Result                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Status | Action if Fail      |
| 10                                       | TC  | LIVESCAN<br>4-4-2 | Select a stored Billable Applicant Transaction and print a tenprint card on 8 1/2 x 11 paper and and FBI Applicant Card | <p>Verify the format of the printed image of a card: "print the fingerprint images and demographic data on 8 ½ x 11 paper using an embedded template such that the image and data formats appear on the paper to look like the FBI Applicant Card".</p> <p>Verify the contents of the printed applicant card.</p> <p>Verify Lines on card.</p> <p>Verify that the prints and data that are entered for printing cannot be submitted to MCHS unless the operator specifically requests this.</p> <p>Look at the Prescreening Transaction Report to verify that the transaction was not submitted.</p> <p>Verify that all data is correctly positioned on the FBI Applicant Card.</p> <p>Verify the contents of the printed applicant card.</p> <p>Verify that the prints and data that are entered for printing cannot be submitted to MCHS unless the operator specifically requests this.</p> <p>Look at the Prescreening Transaction Report to verify that the transaction was not submitted.</p> |        | Stop test procedure |

#### 4.5.9 Test Procedure: No Charge Applicant

##### Applicability

- First tenprint livescan or cardscan

If not applicable proceed to [Exit Criteria](#).

### Overview

The primary purpose of this test procedure is to try verify that a No Charge Applicant transaction is successfully created and processed. The TC uses the MCHS Prescreening and Workflow Reports to verify the transaction is correct and completed successfully.

MCHS Support will be available during this step to configure the FBI Simulator on the MCHS Test system to reject a transaction so that the station can resubmit the transaction and then configure it back to returning successful responses.

| Test Procedure: No Charge Applicant |        |                      |                                                                                        |                                                                                                                                                                    |        |                |
|-------------------------------------|--------|----------------------|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                | Who    | When                 | Procedure                                                                              | Expected Result                                                                                                                                                    | Status | Action if Fail |
| 1                                   | TC     | LIVESCAN<br>CARDSCAN | Request MCHS Support to configure the FBI Simulator to reject all future transactions. | N/A                                                                                                                                                                |        | N/A            |
| 2                                   | Vendor | LIVESCAN<br>CARDSCAN | Initiate creation of a new Billable Applicant Transaction                              | Verify that the data entry fields on the scanning station's data entry screen are either empty or contain the pre-set default<br><br>Applicant agency is MS0999999 |        | Stop test      |

| Test Procedure: No Charge Applicant |        |                                         |                                 |                                                                                                                                                                                              |                 |        |                |
|-------------------------------------|--------|-----------------------------------------|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------|----------------|
| Step                                | Who    | When                                    | Procedure                       |                                                                                                                                                                                              | Expected Result | Status | Action if Fail |
| 3                                   | Vendor | <div>LIVESCAN</div> <div>CARDSCAN</div> | Enter the following data:       |                                                                                                                                                                                              |                 |        | Stop test      |
|                                     |        |                                         | Field                           | Value                                                                                                                                                                                        |                 |        |                |
|                                     |        |                                         | Type 1 Record:                  |                                                                                                                                                                                              |                 |        |                |
|                                     |        |                                         | 1.07 Print Agency ORI           | Cardscan: MS0999999<br>This field is user entered ONLY IF the certification is for a cardscan.<br>Livescan: NOT user entered.<br>Hardcoded value as indicated in introduction to Appendix B. |                 |        |                |
|                                     |        |                                         | 1.08 Applicant Agency ORI       | MS0999999                                                                                                                                                                                    |                 |        |                |
|                                     |        |                                         | Type 2 Record:                  |                                                                                                                                                                                              |                 |        |                |
|                                     |        |                                         | 2.009 Originating Agency Case # | Civil-Poor-4                                                                                                                                                                                 |                 |        |                |
|                                     |        |                                         | 2.018 Name                      | –                                                                                                                                                                                            |                 |        |                |
|                                     |        |                                         | Last Name (0)                   | Baggins                                                                                                                                                                                      |                 |        |                |
|                                     |        |                                         | First Name (0)                  | Bobby                                                                                                                                                                                        |                 |        |                |
|                                     |        |                                         | Middle Name (0)                 | (no data)                                                                                                                                                                                    |                 |        |                |
|                                     |        |                                         | Name Suffix (0)                 | (no data)                                                                                                                                                                                    |                 |        |                |
|                                     |        |                                         | 2.020 Place of Birth            | NZ                                                                                                                                                                                           |                 |        |                |
|                                     |        |                                         | 2.022 Date of Birth (0)         | 19800831                                                                                                                                                                                     |                 |        |                |
|                                     |        |                                         | 2.024 Sex/Gender                | Male                                                                                                                                                                                         |                 |        |                |

| Test Procedure: No Charge Applicant |        |                                   |                                                                                     |                                                                                                                              |                                                                                                                                                     |        |                |
|-------------------------------------|--------|-----------------------------------|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                | Who    | When                              | Procedure                                                                           |                                                                                                                              | Expected Result                                                                                                                                     | Status | Action if Fail |
|                                     |        |                                   | Field                                                                               | Value                                                                                                                        |                                                                                                                                                     |        |                |
|                                     |        |                                   | 2.025 Race                                                                          | White                                                                                                                        |                                                                                                                                                     |        |                |
|                                     |        |                                   | 2.027 Height                                                                        | 604                                                                                                                          |                                                                                                                                                     |        |                |
|                                     |        |                                   | 2.029 Weight                                                                        | 250                                                                                                                          |                                                                                                                                                     |        |                |
|                                     |        |                                   | 2.031 Eye Color                                                                     | HAZ                                                                                                                          |                                                                                                                                                     |        |                |
|                                     |        |                                   | 2.032 Hair Color                                                                    | BLK                                                                                                                          |                                                                                                                                                     |        |                |
|                                     |        |                                   | 2.037 Reason Fingerprinted                                                          | Sec Firearm 97-37-7                                                                                                          |                                                                                                                                                     |        |                |
|                                     |        |                                   | 2.038 Date Printed                                                                  | Cardscan: 20170705<br>This field is user entered ONLY IF the certification is for a cardscan.<br>Livescan: NOT user entered. |                                                                                                                                                     |        |                |
| 4                                   | Vendor | LIVESCAN<br>CARDSCAN<br>NOT 4-4-2 | Capture ten rolled fingerprints and four plain impressions.                         |                                                                                                                              | Rolled and plain impressions are collected and the scanning station user interface functionality is acceptable to the TC                            |        | Stop test      |
| 5                                   | Vendor | LIVESCAN<br>4-4-2                 | Capture Right Plain, Left Plain and Right and Left Plain Thumbs                     |                                                                                                                              | Right Plain, Left Plain and Right and Left Plain Thumbs are collected and the scanning station user interface functionality is acceptable to the TC |        | Stop test      |
| 6                                   | TC     | LIVESCAN<br>CARDSCAN              | Use the MCHS Web application Prescreening Report to display the transaction         |                                                                                                                              | Overall Transaction Status is Accepted in Prescreening                                                                                              |        | Stop test      |
| 7                                   | TC     | LIVESCAN<br>CARDSCAN              | Click the "Workflow" link on the Prescreening report to display the Workflow report |                                                                                                                              | Transaction processed successfully by MBIS, but rejected due to bad quality by the FBI                                                              |        | Stop test      |

| Test Procedure: No Charge Applicant |        |                                   |                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                 |        |                |
|-------------------------------------|--------|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                | Who    | When                              | Procedure                                                                                                                                                   | Expected Result                                                                                                                                                                                                                                                                                                                                                 | Status | Action if Fail |
| 8                                   | Vendor | LIVESCAN<br>CARDSCAN<br>NOT 4-4-2 | Initiate creation of a new No Charge Applicant Transaction and select previous transaction<br>Re-capture ten rolled fingerprints and four plain impressions | Scanning station provides capability identified as "No Charge Applicant"<br>All field listed for Civil Applicant Agency - Billable Applicant appear on the screens<br>Transaction Control Reference Number or similar (e.g., No Charge Indicator) also appears<br>This field may be pre-populated with value from FBI response or user may be required to enter |        | Stop test      |
| 9                                   | Vendor | LIVESCAN<br>4-4-2                 | Initiate creation of a new No Charge Applicant Transaction and select previous transaction<br>Re-capture left and right plain four and two thumbs           | Scanning station provides capability identified as "No Charge Applicant"<br>All field listed for Civil Applicant Agency - Billable Applicant appear on the screens<br>Transaction Control Reference Number or similar (e.g., No Charge Indicator) also appears<br>This field may be pre-populated with value from FBI response or user may be required to enter |        | Stop test      |
| 10                                  | TC     | LIVESCAN<br>CARDSCAN              | Request MCHS Support to configure the FBI Simulator to not reject future transactions.                                                                      | N/A                                                                                                                                                                                                                                                                                                                                                             |        | N/A            |
| 11                                  | Vendor | LIVESCAN<br>CARDSCAN              | Submit transaction                                                                                                                                          | MS and FBI Responses received                                                                                                                                                                                                                                                                                                                                   |        | Stop test      |

| Test Procedure: No Charge Applicant |     |                      |                                                                                     |                                                                                                                 |        |                |
|-------------------------------------|-----|----------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                | Who | When                 | Procedure                                                                           | Expected Result                                                                                                 | Status | Action if Fail |
| 12                                  | TC  | LIVESCAN<br>CARDSCAN | Use the MCHS Web application Prescreening Report to display the transaction         | Transaction Control No from FBI's Error Response is populated in the Transaction Control Reference Number Field |        | Stop test      |
| 13                                  | TC  | LIVESCAN<br>CARDSCAN | Click the "Workflow" link on the Prescreening report to display the Workflow report | Transaction processed successfully by MBIS and no issues reported with quality of the biometrics                |        | Retry step     |

## 4.6 DEPARTMENT OF CORRECTIONS AGENCY TEST

### 4.6.1 Entry Criteria

- Tenprint Vendor Response List specifies certification for Mississippi Department of Corrections (MDOC) Transactions
- POP3S Connectivity Test exit criteria met
- Transaction Responses Tests completed successfully for all steps performed for MDOC Transactions
- Edit Tables Downloaded Test exit criteria met

### 4.6.2 Objectives

The objectives of this test are to verify the following:

- Transaction types: The scanning station supports the following Mississippi Department of Corrections Transaction types:
  - Inmate Intake
  - Non-Billable Law Enforcement Applicant
  - Sex Offender Registrations (APP for SOR)
- Scanning station user:
  - The user at scanning station provides data for the transaction as defined by the MCHS Tenprint ICD
  - All data entered by user at the scanning station is included in the transaction submitted to MCHS
- Transaction creation:
  - Scanning station submits transaction to MCHS which does not contain any format or content errors, as detected by Prescreening
  - Submitted transaction is compliant with MCHS Tenprint ICD, which includes the ANSI/NIST format
  - Scanning stations hard-code and generate fields, according to MCHS Tenprint ICD
- Submission to MCHS:
  - Scanning station successfully submits transaction to the MCHS using SMTPS
  - Scanning station allows a transaction can be stored, subsequently modified and re-submitted
- Biometric quality:
  - Scanning station does not allow a transaction to be submitted if the rolled fingers don't match the corresponding fingers in the slaps
- Printing:
  - Scanning station can print Mississippi Arrest and FBI Applicant cards on 8 1/2 x 11 paper and on pre-printed card stock from either a stored or a new transaction

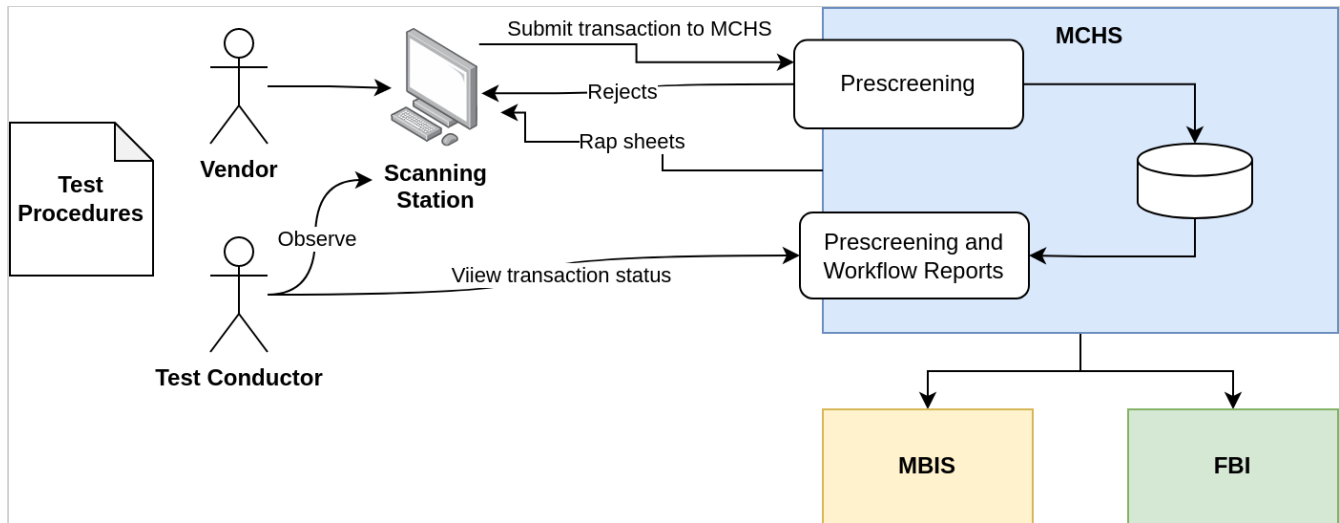
### 4.6.3 Test Execution Overview

The purpose of the test execution overview is to provide an overview and high level guidance in executing the Test Procedures.

#### Overall Flow

These tests start with end-to-end Mississippi Department of Corrections (DOC) transactions created by the vendor at the scanning station. The scanning station submits each transaction to MCHS, which processes the transaction, submits requests to the local MBIS system and to the FBI NGI system and finally returns responses to the scanning station. If the processing is successful, MCHS will send Mississippi and FBI rap sheets to the scanning station. If unsuccessful, MCHS will send either a reject or an FBI error response to the scanning station.

The MCHS Prescreening component will be used to validate that the transaction is compliant with the MCHS Tenprint ICD; The Test Conductor (TC) will use the MCHS Prescreening and Workflow Reports as well as examiner interface to verify expected results. The diagram below shows the overall flow.



A test ORI just for MDOC will be used for this test: [MS0999997](#)

### Use of Test Procedures

Test procedures for transaction with amputated or bandaged fingers are provide in the Amputated or Bandaged Test.

The "Status" column in the test procedures is used to record status of the individual step. Valid values are:

- Pass - Successful executed with expected results met
- Fail - Expected results not met
- N/A - Not applicable

Test procedures for transaction with amputated or bandaged fingers are provide in the Amputated or Bandaged Test.

### Color-coded Abbreviations for When Column

The following color-coded abbreviations are used in the **When** column of each test procedure:

| Abbreviation    | Meaning                                 |
|-----------------|-----------------------------------------|
| <b>PALM</b>     | Vendor's station supports palm scanning |
| <b>LIVESCAN</b> | Vendor is certifying a livescan         |

The codes above should be used to indicate a minimum configuration. For example, if only **LIVESCAN** is present, then the only constraint is that the station be a livescan.

### Applicability of Tests

MDOC transactions can only be entered on livescans. These tests are not applicable for cardscans.

If the certification session includes multiple livescans:

- The User Provided Data Procedure only needs to be performed once.

If the certification session includes both tenprint only and palm print scanners and the same scanning station software is used for both:

- Perform procedures with Palm Print Scanner first

If this is the **second livescan** being previous certified during this session, only perform [Test Procedure: DOC Intake](#).



#### 4.6.4 Exit Criteria

Must successfully complete all applicable steps in each test procedure to pass this test. If all steps in each test procedures have been successfully completed continue [Amputated and Bandaged Tests](#).

#### 4.6.5 Test Procedures Index

Below are the test procedures for this test:

- [Test Procedure: Inmate Intake Data Entry and Validation](#)
- [Test Procedure: DOC Intake](#)
- [Test Procedure: Law Enforcement Applicant](#)
- [Test Procedure: APP for SOR](#)

#### 4.6.6 Test Procedure: Inmate Intake Data Entry and Validation

##### Applicability

- First Tenprint Livescan

If not applicable proceed to [Test Procedure: DOC Intake](#)

##### Overview

The primary purpose of this test procedure is to verify that the scanning station software only allows creation of DOC Intake transactions which are compliant with the MCHS Tenprint ICD. The DOC Intake User Entered Data Table (below) is referenced in Step 3 to provide the requirement for the user entered fields. In addition to data entry validation, the transaction will be submitted to MCHS and processed end to end verifying SMTPS connectivity and email structure conformance.

##### DOC Intake User Entered Data Table:

The data table below is used in test step 3 for this test procedure only. The legend tables below explain the column headings and contents of the data table:

| Legend: Column Headings |                                                                                                    |
|-------------------------|----------------------------------------------------------------------------------------------------|
| Heading                 | Description                                                                                        |
| Field Name and NIST Tag | Corresponding field in the NIST transaction submitted to MCHS and defined in the MCHS Tenprint ICD |
| Required                | Indicates if field is required; and if there are subfields, indicates which subfields are required |
| CLSO                    | Field value is entered by operator on a cardscan but not on a livescan - or vice versa             |
| MaxOcc                  | Maximum occurrences (multiple occurrences are not allowed unless specified)                        |
| Length                  | Length (minimum and maximum length - if value is not from an edit table)                           |
| Characters/Values       | Characters/Values allowed; includes cross-field validations                                        |

| <b>Legend: Column Headings</b>                        |                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Heading</b>                                        | <b>Description</b>                                                                                                                                                                                                                                                                                                       |
| Field Name and NIST Tag                               | Corresponding field in the NIST transaction submitted to MCHS and defined in the MCHS Tenprint ICD                                                                                                                                                                                                                       |
| Required                                              | Indicates if field is required; and if there are subfields, indicates which subfields are required                                                                                                                                                                                                                       |
| CLSO                                                  | Field value is entered by operator on a cardscan but not on a livenesscan - or vice versa                                                                                                                                                                                                                                |
| MaxOcc                                                | Maximum occurrences (multiple occurrences are not allowed unless specified)                                                                                                                                                                                                                                              |
| Length                                                | Length (minimum and maximum length - if value is not from an edit table)                                                                                                                                                                                                                                                 |
| Characters/Values                                     | Characters/Values allowed; includes cross-field validations                                                                                                                                                                                                                                                              |
| <b>Legend: Characters/Values Column</b>               |                                                                                                                                                                                                                                                                                                                          |
| <b>Code</b>                                           | <b>Description</b>                                                                                                                                                                                                                                                                                                       |
| ET                                                    | Value can only be one of those on the edit table. A common problem has been that an operator can hit a key, such as the ESC key, and then enter any value. They must be restricted to those values in the indicated edit table - the edit table name is the name in the Edit Table Download message and found in the ICD |
| ANS without anything after it                         | Letters, numbers, or special characters - meaning just about any character on the keyboard                                                                                                                                                                                                                               |
| ANS followed by a specific list of special characters | Letters, numbers, and the special characters listed                                                                                                                                                                                                                                                                      |
| AN                                                    | Letters or numbers                                                                                                                                                                                                                                                                                                       |
| AS followed by a specific list of special characters  | Letters, and the special characters listed                                                                                                                                                                                                                                                                               |
| <b>Legend: Field Name and NIST Column</b>             |                                                                                                                                                                                                                                                                                                                          |
| <b>Name/Code</b>                                      | <b>Description</b>                                                                                                                                                                                                                                                                                                       |
| Tag                                                   | Tag number of the field in the ICD and in the NIST record. Not relevant for test, but helpful to find requirement in the ICD.                                                                                                                                                                                            |
| Name                                                  | Name of the field in the ICD.                                                                                                                                                                                                                                                                                            |
| Acronym in parentheses                                | Acronym of field in the ICD. Not relevant for test, but helpful for reference.                                                                                                                                                                                                                                           |
| <b>Legend: Character/Values Column</b>                |                                                                                                                                                                                                                                                                                                                          |
| <b>Name/Code</b>                                      | <b>Description</b>                                                                                                                                                                                                                                                                                                       |
| CF                                                    | Cross-field validation. Scanning station can't validate until values are entered in both fields.                                                                                                                                                                                                                         |
| Transaction Date                                      | Date the transaction is created on the scanning station (see field 1.05 in the ICD). It is not entered by the operator.                                                                                                                                                                                                  |

| DOC Intake User Entered Data Table |                                              |                                                                                  |      |          |            |                                                                                                                                                                                                                                                     |
|------------------------------------|----------------------------------------------|----------------------------------------------------------------------------------|------|----------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                    | Field Name and NIST Tag                      | Required                                                                         | CLSO | MaxOcc   | Length     | Characters/Values                                                                                                                                                                                                                                   |
|                                    | Tag: 1.08<br>Name: DOC Agency ORI (dai)      | Yes                                                                              |      |          | exactly 10 | ET – Correct Agency                                                                                                                                                                                                                                 |
|                                    | Tag: 2.018<br>Name: Name (name)              | Yes<br>Last Name and First Name must be present in an occurrence                 |      | up to 10 |            |                                                                                                                                                                                                                                                     |
|                                    | First Name (fname)                           |                                                                                  |      |          | max 20     | AS, only hyphens, apostrophes, and spaces                                                                                                                                                                                                           |
|                                    | Last Name (lname)                            |                                                                                  |      |          | max 35     | AS, only hyphens, apostrophes, and spaces                                                                                                                                                                                                           |
|                                    | Middle Name (mname)                          |                                                                                  |      |          | max 20     | AS, only hyphens, apostrophes, and spaces                                                                                                                                                                                                           |
|                                    | Name Suffix (suffix)                         |                                                                                  |      |          |            | ET - Suffix                                                                                                                                                                                                                                         |
|                                    | ---- if name is a nickname                   |                                                                                  |      |          |            | – To specify a nickname: A single 'X' must be in the First Name field with the nickname in the last name field (middle name and name suffix fields must be null)                                                                                    |
|                                    | Tag: 2.016<br>Name: Social Security # (ssan) | No                                                                               |      | up to 4  | exactly 9  | <ul style="list-style-type: none"> <li>• positions 1 through 3 (area) cannot be 000 or 666 or 900-999</li> <li>• positions 4-5 (group) cannot be 00</li> <li>• positions 6-9 (serial number) cannot be 0000</li> <li>• cannot be 1111111</li> </ul> |
|                                    | Tag: 2.703<br>Name: Driver's License (dlno)  | No<br>If present, both State and License # must both be present in an occurrence |      | up to 4  |            |                                                                                                                                                                                                                                                     |
|                                    | Driver's License State (list)                |                                                                                  |      |          |            | ET - State                                                                                                                                                                                                                                          |
|                                    | Driver's License # (lino)                    |                                                                                  |      |          | max 20     | ANS                                                                                                                                                                                                                                                 |

|  |                                                     |                                                                        |  |          |        |                                                                                                                                                                                                                                                                                 |
|--|-----------------------------------------------------|------------------------------------------------------------------------|--|----------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Tag: 2.022<br>Name: Date of Birth (dob)             | Yes                                                                    |  | up to 5  |        | Format CCYYMMDD where CC is 19 or 20 and YY is 00 through 99<br>CCYYMMDD must be a valid calendar date<br><br>Cannot be more than 99 years before Transaction Date with the exception that 19000101 must be allowed (CF)<br><br>Must be 14 or more years less than current date |
|  | Tag: 2.024<br>Name: Sex/Gender (sex)                | Yes                                                                    |  |          |        | ET - Sex                                                                                                                                                                                                                                                                        |
|  | Tag: 2.025<br>Name: Race (race)                     | Yes                                                                    |  |          |        | ET - Race                                                                                                                                                                                                                                                                       |
|  | Tag: 2.027<br>Name: Height (hght)                   | Yes                                                                    |  |          |        | Must be in feet and inches (fii) format where f must be from 4 to 7 and ii must be from 00 to 11                                                                                                                                                                                |
|  | Tag: 2.029<br>Name: Weight (wght)                   | Yes                                                                    |  |          |        | Must be in the range 070 through 600<br>For values less than 100, a leading zero is required                                                                                                                                                                                    |
|  | Tag: 2.031<br>Name: Eye Color (eyeclr)              | Yes                                                                    |  |          |        | ET - Eye Color                                                                                                                                                                                                                                                                  |
|  | Tag: 2.032<br>Name: Hair Color (hrclr)              | Yes                                                                    |  |          |        | ET - Hair Color                                                                                                                                                                                                                                                                 |
|  | Tag: 2.026<br>Name: Scars, Marks, and Tattoos (smt) | No<br>If present, Code must be present in an occurrence                |  | up to 10 |        |                                                                                                                                                                                                                                                                                 |
|  | SMT Code (code)                                     |                                                                        |  |          |        | ET - Tattoo                                                                                                                                                                                                                                                                     |
|  | SMT Description (smt dsc)                           |                                                                        |  |          | max 20 | ANS                                                                                                                                                                                                                                                                             |
|  | Tag: 2.017<br>Name: Miscellaneous Id # (midno)      | No<br>If present, both Type and Value must be present in an occurrence |  | up to 4  |        |                                                                                                                                                                                                                                                                                 |
|  | Misc Id # Type (notyp)                              |                                                                        |  |          |        | ET - Misc Number Type                                                                                                                                                                                                                                                           |
|  | Misc Id # Value (noval)                             |                                                                        |  |          | max 12 | ANS, only hyphens                                                                                                                                                                                                                                                               |

|  |                                                       |     |  |  |        |                     |
|--|-------------------------------------------------------|-----|--|--|--------|---------------------|
|  | Tag: 2.020<br>Name: Place of Birth (pob)              | Yes |  |  |        | ET - Place of Birth |
|  | Tag: 2.021<br>Name: Country of Citizenship (coc)      | No  |  |  |        | ET - Country        |
|  | Tag: 2.036<br>Name: Photo Available (paidc)           | Yes |  |  |        | ET - Yes/No         |
|  | Tag: 2.035<br>Name: Palm Prints Available<br>(ppaidc) | Yes |  |  |        | ET - Yes/No         |
|  | Tag: 2.056<br>Name: Caution Comments (idcmnt)         | No  |  |  | max 50 | ANS                 |
|  | Tag: 2.039<br>Name: Employment (wrkhis)               | No  |  |  |        |                     |
|  | Occupation (occ)                                      |     |  |  | max 50 | ANS                 |
|  | Employer Name (emplr)                                 |     |  |  | max 29 | ANS                 |
|  | Employer Address 1<br>(empad1)                        |     |  |  | max 29 | ANS                 |
|  | Employer Address 2<br>(empad2)                        |     |  |  | max 29 | ANS                 |
|  | Employer Address 3<br>(empad3)                        |     |  |  | max 29 | ANS                 |
|  | Tag: 2.709<br>Name: DOC # (docno)                     | Yes |  |  | max 10 | AN                  |

**Test Procedure:**

| Test Procedure: Inmate Intake Data Entry and Validation |        |          |                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |        |                |
|---------------------------------------------------------|--------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                                    | Who    | When     | Procedure                                                                                                                                                                                                                                                                   | Expected Result                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Status | Action if Fail |
| 1                                                       | TC     | LIVESCAN | Confirm MCHS configurations for the station is set to allow Doc Inmate Receipt                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |        |                |
| 2                                                       | Vendor | LIVESCAN | Initiate creation of a new Inmate Intake MDOC Transaction. MDOC Agency is MS0999997 .                                                                                                                                                                                       | Verify that the data entry fields on the scanning station's data entry screen are either empty or contain the pre-set default                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |        | Retry step     |
| 3                                                       | Vendor | LIVESCAN | Using table provided in above in this test procedure, review each field in the following table and confirm the expected result is met.<br><br>Enter max value and max occurrences in all fields.<br><br>For Edit Table Download selectable fields select the longest value. | The data entry fields on the scanning station's data entry screen are either empty or contain the pre-set default.<br><br>Only the fields in the table appear on the screen<br><br>A mechanism like a drop down list is provided (user can not override the value) for all fields provided by the Edit Table Download<br><br>All fields required to use the Edit Table download require value to be selected and no input by the user<br><br>User entered fields do not allow less than the minimum or more than the maximum values<br><br>User entered fields allow on the character/ values specified<br><br>Maximum number of occurrences of the field are supported |        | Stop test      |
| 4                                                       | Vendor | LIVESCAN | Capture ten rolled fingerprints and four plain impressions.                                                                                                                                                                                                                 | Rolled and plain impressions are collected and the scanning station user interface functionality is acceptable to the TC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |        | Stop test      |

| Test Procedure: Inmate Intake Data Entry and Validation |        |                  |                                                                                      |                                                                                                   |        |                |
|---------------------------------------------------------|--------|------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|--------|----------------|
| Step                                                    | Who    | When             | Procedure                                                                            | Expected Result                                                                                   | Status | Action if Fail |
| 5                                                       | Vendor | LIVESCAN<br>PALM | Capture palms.                                                                       | Palms are collected and the scanning station user interface functionality is acceptable to the TC |        | Stop test      |
| 6                                                       | Vendor | LIVESCAN         | Submit transaction.                                                                  | MS and FBI Responses received                                                                     |        | Stop test      |
| 7                                                       | TC     | LIVESCAN         | Use the MCHS Web application Prescreening Report to display the transaction.         | Overall Transaction Status is Accepted. No errors reported                                        |        | Retry step     |
| 8                                                       | TC     | LIVESCAN         | Click the "Workflow" link on the Prescreening report to display the Workflow report. | Transaction processed successfully by MBIS and no issues reported with quality of the biometrics  |        | Retry step     |

#### **4.6.7 Test Procedure: DOC Intake**

##### **Applicability**

- Tenprint livescan

##### **Overview**

This is a comprehensive test procedure verifying multiple requirements. A transaction will be created and submitted to MCHS and subsequently resubmitted and printed on paper and card stock. The TC uses the MCHS Prescreening and Workflow Reports to verify the transaction is correct and completed successfully.



| Test Procedure: DOC Intake |        |          |                                        |                                                                                                                                              |        |                |
|----------------------------|--------|----------|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                       | Who    | When     | Procedure                              | Expected Result                                                                                                                              | Status | Action if Fail |
| 1                          | Vendor | LIVESCAN | Initiate creation of a new DOC Intake. | Verify that the data entry fields on the scanning station's data entry screen are either empty or contain the pre-set default of MS0999997 . |        | Stop test      |

| Test Procedure: DOC Intake |        |          |                             |                                                             |        |                |
|----------------------------|--------|----------|-----------------------------|-------------------------------------------------------------|--------|----------------|
| Step                       | Who    | When     | Procedure                   | Expected Result                                             | Status | Action if Fail |
| 2                          | Vendor | LIVESCAN | Enter the following data:   | All data can be entered as indicated.                       |        | Stop test      |
|                            |        |          | <b>Field</b>                | Text can be entered in mixed case as indicated.             |        |                |
|                            |        |          | <b>Value</b>                |                                                             |        |                |
|                            |        |          | <b>Type 1 Record:</b>       |                                                             |        |                |
|                            |        |          | 1.07 Print Agency ORI       | Livescan: NOT user entered.<br>Hardcoded value as MS0999997 |        |                |
|                            |        |          | 1.08 DOC Agency ORI         | MS0999997                                                   |        |                |
|                            |        |          | <b>Type 2 Record:</b>       |                                                             |        |                |
|                            |        |          | 2.016 Social Security # (0) | 123456555                                                   |        |                |
|                            |        |          | Social Security # (1)       | 222456999                                                   |        |                |
|                            |        |          | 2.017 Miscellaneous Id #    | –                                                           |        |                |
|                            |        |          | Misc Id # Type (0)          | Natl Agency Nr                                              |        |                |
|                            |        |          | Misc Id # Value (0)         | 12-X45                                                      |        |                |
|                            |        |          | Misc Id # Type (1)          | Passport Nr                                                 |        |                |
|                            |        |          | Misc Id # Value (1)         | 123456789012                                                |        |                |
|                            |        |          | 2.018 Name                  | –                                                           |        |                |

| Test Procedure: DOC Intake |     |      |                              |              |                 |        |                |
|----------------------------|-----|------|------------------------------|--------------|-----------------|--------|----------------|
| Step                       | Who | When | Procedure                    |              | Expected Result | Status | Action if Fail |
|                            |     |      | <b>Field</b>                 | <b>Value</b> |                 |        |                |
|                            |     |      | Last Name (0)                | Potter       |                 |        |                |
|                            |     |      | First Name (0)               | Jason        |                 |        |                |
|                            |     |      | Middle Name (0)              | Albert       |                 |        |                |
|                            |     |      | Name Suffix (0)              | JR           |                 |        |                |
|                            |     |      | Last Name (1)                | Giraffe      |                 |        |                |
|                            |     |      | First Name (1)               | Harry        |                 |        |                |
|                            |     |      | Middle Name (1)              | Vincent      |                 |        |                |
|                            |     |      | Name Suffix (1)              | (no data)    |                 |        |                |
|                            |     |      | 2.020 Place of Birth         | YY           |                 |        |                |
|                            |     |      | 2.021 Country of Citizenship | ZR           |                 |        |                |
|                            |     |      | 2.022 Date of Birth (0)      | 19800831     |                 |        |                |
|                            |     |      | Date of Birth (1)            | 19791130     |                 |        |                |

| Test Procedure: DOC Intake |     |      |                                 |              |                 |        |                |
|----------------------------|-----|------|---------------------------------|--------------|-----------------|--------|----------------|
| Step                       | Who | When | Procedure                       |              | Expected Result | Status | Action if Fail |
|                            |     |      | <b>Field</b>                    | <b>Value</b> |                 |        |                |
|                            |     |      | Date of Birth (2)               | 19790620     |                 |        |                |
|                            |     |      | 2.024 Sex/Gender                | Female       |                 |        |                |
|                            |     |      | 2.025 Race                      | Black        |                 |        |                |
|                            |     |      | 2.026 Scars, Marks, and Tattoos | –            |                 |        |                |
|                            |     |      | SMT Code (0)                    | PRCD L EYE   |                 |        |                |
|                            |     |      | SMT Description (0)             | (no data)    |                 |        |                |
|                            |     |      | SMT Code (1)                    | TAT UL ARM   |                 |        |                |
|                            |     |      | SMT Description (1)             | Owl          |                 |        |                |
|                            |     |      | 2.027 Height                    | 507          |                 |        |                |
|                            |     |      | 2.029 Weight                    | 185          |                 |        |                |
|                            |     |      | 2.031 Eye Color                 | HZL          |                 |        |                |
|                            |     |      | 2.032 Hair Color                | BRN          |                 |        |                |
|                            |     |      | 2.035 Palm Prints Available     | Yes          |                 |        |                |
|                            |     |      | 2.036 Photo Available           | No           |                 |        |                |

| Test Procedure: DOC Intake |        |          |                                                                                                 |                               |                                                                                                                                       |        |                |
|----------------------------|--------|----------|-------------------------------------------------------------------------------------------------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                       | Who    | When     | Procedure                                                                                       |                               | Expected Result                                                                                                                       | Status | Action if Fail |
|                            |        |          | <b>Field</b>                                                                                    | <b>Value</b>                  |                                                                                                                                       |        |                |
|                            |        |          | 2.038 Date Printed                                                                              | Livescan: NOT user entered.   |                                                                                                                                       |        |                |
|                            |        |          | 2.056 Caution Comments                                                                          | Uses a Nimbus 2000 broomstick |                                                                                                                                       |        |                |
|                            |        |          | 2.703 Drivers License                                                                           | -                             |                                                                                                                                       |        |                |
|                            |        |          | Driver's License State (0)                                                                      | MS                            |                                                                                                                                       |        |                |
|                            |        |          | Driver's License # (0)                                                                          | 111-333-666                   |                                                                                                                                       |        |                |
|                            |        |          | Driver's License State (1)                                                                      | AK                            |                                                                                                                                       |        |                |
|                            |        |          | Driver's License # (1)                                                                          | 222-333-666                   |                                                                                                                                       |        |                |
|                            |        |          | 2.709 DOC #                                                                                     | DOCTEST111                    |                                                                                                                                       |        |                |
| 3                          | Vendor | LIVESCAN | Capture ten rolled fingerprints                                                                 |                               | Rolled prints are collected and the scanning station user interface functionality is acceptable to the TC                             |        | Stop test      |
| 4                          | Vendor | LIVESCAN | Incorrectly capture four plain impressions by reversing hands and try to submit the transaction |                               | Plains impressions are collect. Scanning station performs sequence checking and does not allow the station to submit the transactions |        | Stop test      |

| Test Procedure: DOC Intake |        |                                |                                                                                                 |                                                                                                               |        |                |
|----------------------------|--------|--------------------------------|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                       | Who    | When                           | Procedure                                                                                       | Expected Result                                                                                               | Status | Action if Fail |
| 5                          | Vendor | Tenprint<br><b>LIVESCAN</b>    | Correctly capture four plain impressions                                                        | Plain impressions are collected and the scanning station user interface functionality is acceptable to the TC |        | Stop test      |
| 6                          | Vendor | <b>LIVESCAN</b><br><b>PALM</b> | Capture palms                                                                                   | Palms are collected and the scanning station user interface functionality is acceptable to the TC             |        | Stop test      |
| 7                          | Vendor | <b>LIVESCAN</b>                | Submit transaction                                                                              | MS and FBI Responses received                                                                                 |        | Stop test      |
| 8                          | TC     | <b>LIVESCAN</b>                | Use the MCHS Web application Prescreening Report to display the transaction                     | Overall Transaction Status is Accepted. No errors reported.                                                   |        | Stop test      |
| 9                          | TC     | <b>LIVESCAN</b>                | Click the "Workflow" link on the Prescreening report to display the Workflow report             | Transaction processed successfully by MBIS and no issues reported with quality of the biometrics              |        | Stop test      |
| 10                         | Vendor | <b>LIVESCAN</b>                | Verify the transaction is stored on the scanning station                                        | Transaction is found                                                                                          |        | Stop test      |
| 11                         | Vendor | <b>LIVESCAN</b>                | Select the stored DOC Intake transaction, change a demographic field and submit the transaction | MS and FBI Responses received                                                                                 |        | Stop test      |
| 12                         | TC     | <b>LIVESCAN</b>                | Use the MCHS Web application Prescreening Report to display the transaction                     | Overall Transaction Status is Accepted. No errors reported.                                                   |        | Stop test      |
| 13                         | TC     | <b>LIVESCAN</b>                | Click the "Workflow" link on the Prescreening report to display the Workflow report             | Transaction processed successfully by MBIS and no issues reported with quality of the biometrics              |        | Stop test      |

| Test Procedure: DOC Intake |     |          |                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |                |
|----------------------------|-----|----------|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|
| Step                       | Who | When     | Procedure                                                                                                                | Expected Result                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Status | Action if Fail |
| 14                         | TC  | LIVESCAN | Select a stored DOC Intake Transaction and print a tenprint card (both sides) on 8 1/2 x 11 paper                        | <p>Verify the format of the printed image of a card: "print the fingerprint images and demographic data on 8 ½ x 11 paper using an embedded template such that the image and data formats appear on the paper to look like the MS Arrest Card".</p> <p>Verify Lines on card.</p> <p>Verify the contents of the printed applicant card</p> <p>Verify that the prints and data that are entered for printing cannot be submitted to MCHS unless the operator specifically requests this.</p> <p>Look at the Prescreening Transaction Report to verify that the transaction was not submitted.</p> |        | Stop test      |
| 15                         | TC  | LIVESCAN | Select a stored DOC Intake Transaction and print a tenprint card (both sides) on preprinted card stock (new transaction) | <p>Verify that all data is correctly positioned on the MS Arrest card.</p> <p>Verify the contents of the printed card.</p> <p>Verify that the prints and data that are entered for printing cannot be submitted to MCHS unless the operator specifically requests this.</p> <p>Look at the Prescreening Transaction Report to verify that the transaction was not submitted.</p>                                                                                                                                                                                                                |        | Stop test      |

#### **4.6.8 Test Procedure: Law Enforcement Applicant**

##### **Applicability**

- First tenprint livescan
- Law Enforcement Tests were **not** performed

If not applicable proceed to [Exit Criteria](#)

##### **Overview**

Uses test procedure in Law Enforcement Tests.

##### **Test Procedure**

Execute Law Enforcement Test, Test Procedure: Law Enforcement Applicant

#### **4.6.9 Test Procedure: APP for SOR**

##### **Applicability**

- First tenprint livescan
- Law Enforcement Tests were **not** performed

If not applicable proceed to [Exit Criteria](#)

##### **Overview**

Uses test procedure in Law Enforcement Tests.

##### **Test Procedure**

Execute Law Enforcement Test, Test Procedure: APP for SOR

#### **4.7 AMPUTATED AND BANDAGED TEST**

##### **4.7.1 Entry Criteria**

- If certifying for Civil Applicant, Civil Applicant Test exit criteria successfully met
- If certifying for Law Enforcement, Law Enforcement Test exit criteria successfully met
- If certifying for MS Department of Corrections (MDOC), MDOC Test exit criteria successfully met

##### **4.7.2 Objective**

Verify the use of the Amputated or Bandaged field in accordance with the MCHS Tenprint ICD.

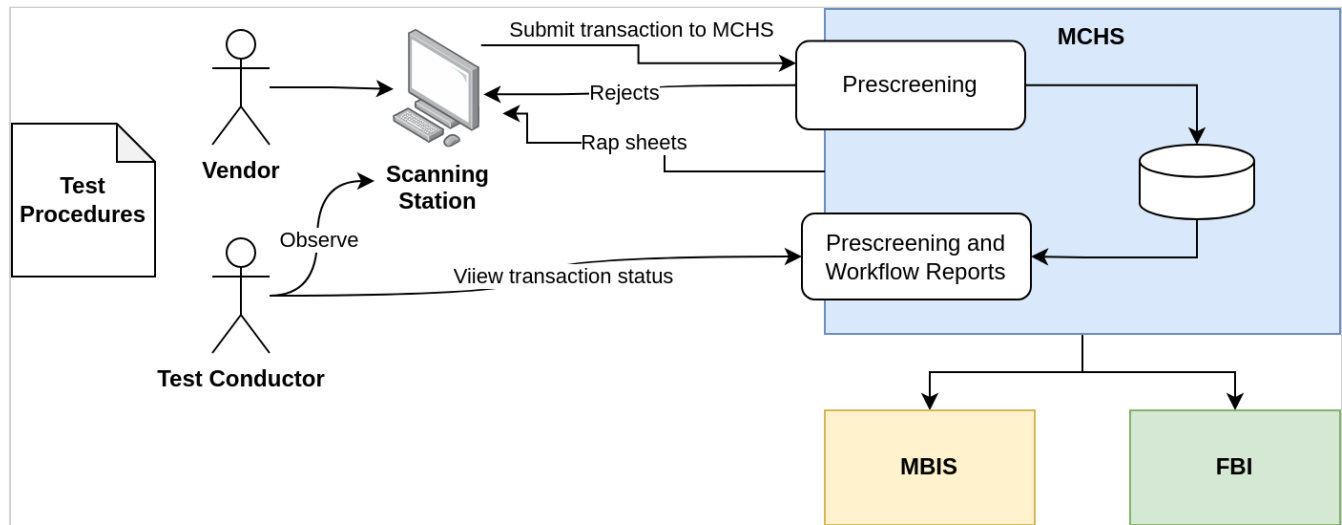
##### **4.7.3 Test Execution Overview**

###### **Overall Flow**

These tests start with end-to-end Civil Applicant, Law Enforcement or MS Department of Correction transactions with missing or amputated fingers (and optionally, palms) created by the vendor at the scanning station. The scanning station submits each transaction to MCHS, which processes the transaction, submits requests to the local MBIS system and to the FBI NGI system and finally returns responses to the scanning station. If the processing is successful, MCHS will send Mississippi and FBI rap sheets to the scanning station. If unsuccessful, MCHS will send either a reject or an FBI error response to the scanning station.



The MCHS Prescreening component will be used to validate that the transaction is compliant with the MCHS Tenprint ICD. The Test Conductor (TC) will use the MCHS Prescreening and Workflow Reports as well as MBIS examiner interface to verify expected results. The diagram below shows the overall flow.



#### Note on Palm Tests

Note that some of these tests include palm images. For these tests that use palm images, only stations that support upper and lower palm images may be used for these tests since the tests involve marking either upper or lower palm as missing/bandaged or partially amputated. If the station does not support upper and lower palm images, do not execute those tests.

#### Notes on Expected Results

These tests involve a variety of missing or amputated fingers and use of both the XX and UP AMP codes. In some cases, the transaction should be submitted and process end-to-end while in other cases, the station should not allow the transaction to be submitted. These are detailed in each test procedure below and are also provide as a summary in the table below.

|   | Test Procedure                                                     | Capture                                                | Annotation                           | Expected Result                                  | Reason                                |
|---|--------------------------------------------------------------------|--------------------------------------------------------|--------------------------------------|--------------------------------------------------|---------------------------------------|
| 1 | Designate finger image with partial and total distal amputation    | 9 fingers and 4 plains                                 | XX and UP                            | Success                                          |                                       |
| 2 | Improper Combination: Finger image and Amp/Band Code 'UP' and 'XX' | 10 fingers and 4 plains                                | UP                                   | Station does not allow submission                | Must not have fingerprint for UP code |
| 3 | Designate palm image with partial amputation                       | Fingers and palms                                      | XX for right upper palm              | Success and XX in 15.018 for position 26.        |                                       |
| 4 | Designate palm image unavailable                                   | Fingers and palms except right upper and writer's palm | UP for right upper and writer's palm | Success and UP in 15.018 for positions 22 and 26 |                                       |

|    | Test Procedure                                                      | Capture                                                                                      | Annotation                                                                          | Expected Result                         | Reason                                                                                        |
|----|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------|
| 5  | Improper Values in 15.018 Amp/<br>Band Code Palms                   | Fingers and palms except left upper and lower palms                                          | XX for left upper and lower palms                                                   | Station does not allow submission       | Must have image for XX code                                                                   |
| 6  | Invalid Combination: Palm image and Amp/Band Code 'UP' and XX Palms | Two captures:<br>1. All fingers and palms<br>2. All fingers and palms except left upper palm | Two parts:<br>1. UP for left upper and lower palm<br>2. XX for left upper and lower | Station does not allow submission       | Two parts:<br>1. Must not have palm images for UP code<br>2. Must have palm image for XX code |
| 7  | Invalid Combination: No palm image and no AMP/Bandaged Code         | All except right upper and right lower palms                                                 | None                                                                                | Station does not allow submission       | Must have UP annotation for missing palm                                                      |
| 8  | Missing Hand UP 4-4-2                                               | All except right four slap.                                                                  | UP for right four slap.                                                             | Success and quality is acceptable to TC |                                                                                               |
| 9  | Missing Finger UP 4-4-2                                             | All except right index                                                                       | UP for right plain index                                                            | Success and quality is acceptable to TC |                                                                                               |
| 10 | Partially Amputated Finger XX 4-4-2                                 | All except right index                                                                       | XX for right plain index                                                            | Success and quality is acceptable to TC |                                                                                               |

### Use of Test Procedures

The "Status" column in the test procedures is used to record status of the individual step. Valid values are:

- Pass - Successful executed with expected results met
- Fail - Expected results not met
- N/A - Not applicable

Since the execution of the tests will be performed once for each livescan and once for each cardscan, regardless of the transaction types being certified, the steps in the tests are conditional on the scanning station type (livescan or cardscan) and the transaction type (Civil App, Law Enforcement, Dept of Corrections). There are steps in each procedure that will not be executed. Pay careful attention to the When column to determine whether a step should be executed or not. As noted above, for tests involving palms, the test is only applicable if the palm scanner supports upper and lower palm images.

### Color-coded Abbreviations for When Column

The following color-coded abbreviations are used in the **When** column of each test procedure:

| Abbreviation | Meaning                                  |
|--------------|------------------------------------------|
| CIVIL        | Vendor is certifying for Civil Applicant |
| LAW          | Vendor is certifying for Law Enforcement |

| Abbreviation            | Meaning                                                                  |
|-------------------------|--------------------------------------------------------------------------|
| <b>MDOC</b>             | Vendor is certifying for Mississippi Department of Corrections           |
| <b>UPPER/LOWER PALM</b> | Vendor's palm scanner supports separate upper and lower palm image pairs |
| <b>LIVESCAN</b>         | Vendor is certifying a livescan                                          |
| <b>CARDSCAN</b>         | Vendor is certifying a cardscan                                          |

The codes above should be used to indicate a minimum configuration. For example, if only **LIVESCAN** is present, then the only constraint is that the station be a livescan. It may be used for any agency type, may or may not have a palm scanner or a facial camera. In contrast, if **LIVESCAN** **LAW** **UPPER/LOWER PALM** is present the the station must be a livescan with upper/lower palm capability and the test must be for law enforcement.

Note also that the following are mutually exclusive:

- **CIVIL** **LAW** **MDOC** - if multiple are specified, only one needs to be true
- **LIVESCAN** **CARDSCAN** - if both are specified, only one needs to be true

#### Applicability of Tests

- First livescan
- First livescan certifying for 4-4-2
- First cardscan

The table below provides an overview of when each test is applicable. Each test procedure also indicates when the test should be executed.

|   | Test Procedure                                                        | When is this test Procedure applicable for a Livescan? | When is this test Procedure applicable for a Cardscan? |
|---|-----------------------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------|
| 1 | Designate finger image with partial and total distal amputation       | First livescan                                         | First cardscan                                         |
| 2 | Improper Combination: Finger image and Amp/Band Code 'UP' and 'XX'    | First livescan                                         | First cardscan                                         |
| 3 | Designate palm image with partial amputation                          | First livescan with palms                              | First cardscan with palms                              |
| 4 | Designate palm image unavailable                                      | First livescan with palms                              | First cardscan with palms                              |
| 5 | Improper Values in 15.018 Amp/Band Code Palm                          | First livescan with palms                              | First cardscan with palms                              |
| 6 | Invalid Combination: Palm image and Amp/Band Code 'UP' and 'XX' Palms | First livescan with palms                              | First cardscan with palms                              |
| 7 | Invalid Combination: No palm image and no AMP/Bandaged Code Palm      | First livescan with palms                              | First cardscan with palms                              |

|    | Test Procedure                      | When is this test Procedure applicable for a Livescan?  | When is this test Procedure applicable for a Cardscan? |
|----|-------------------------------------|---------------------------------------------------------|--------------------------------------------------------|
| 8  | Missing Hand UP 4-4-2               | First livescan certifying Billable Applicant with 4-4-2 | N/A                                                    |
| 9  | Missing Finger UP 4-4-2             | First livescan certifying Billable Applicant with 4-4-2 | N/A                                                    |
| 10 | Partially Amputated Finger XX 4-4-2 | First livescan certifying Billable Applicant with 4-4-2 | N/A                                                    |

#### 4.7.4 Exit Criteria

Must successfully complete all applicable steps in each test procedure to pass this test. If all steps in each test procedures have been successfully completed continue certification of next agency type (e.g., Civil Applicant Agency Tests or Department of Correction Agency Tests).

#### 4.7.5 Test Procedures Index

Below is an index of the test procedures for this test:

- Test Procedure: Designate finger image with partial and total distal amputation
- Test Procedure: Improper Combination: Finger image and Amp/Band Code 'UP' and 'XX'
- Test Procedure: Designate palm image with partial amputation
- Test Procedure: Designate palm image unavailable
- Test Procedure: Improper Values in 15.018 Amp/Band Code Palms
- Test Procedure: Invalid Combination: Palm image and Amp/Band Code 'UP' and 'XX' Palms
- Test Procedure: Invalid Combination: No palm image and no AMP/Bandaged Code for Palm
- Test Procedure: Missing Hand UP 4-4-2
- Test Procedure: Missing Finger UP 4-4-2
- Test Procedure: Partially Amputated Finger XX 4-4-2

#### 4.7.6 Test Procedure: Designate finger image with partial and total distal amputation

##### Applicability

- Tenprint livescan
- First Cardscan
- First Livescan
- Does not apply to the 4-4-2.

##### Overview

This test verifies that the scanning station can successfully submit a transaction with the UP AMP code for a missing finger image.

Conditional steps for: Civil App, Law, MDOC, Livescan, Cardscan.

| Test Procedure: Designate finger image with partial and total distal amputation |        |                                                    |                                                                                                                                                                                                                                                                                                                                                          |                               |        |                    |
|---------------------------------------------------------------------------------|--------|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------|--------------------|
| Step                                                                            | Who    | When                                               | Procedure                                                                                                                                                                                                                                                                                                                                                | Expected Result               | Status | Action if Fail     |
| 1                                                                               | Vendor | <b>CIVIL</b><br><b>LIVESCAN</b><br><b>CARDSCAN</b> | Initiate creation of a new Billable Applicant Transaction.<br>Enter all required demographic fields<br>Enter "Amp-Civil-1xu" in Originating Agency Case Number (OACN)                                                                                                                                                                                    | Transaction initiated         |        | Stop Certification |
| 2                                                                               | Vendor | <b>LAW</b><br><b>LIVESCAN</b><br><b>CARDSCAN</b>   | Initiate create of a new Arrest Transaction.<br>Enter all required demographic fields<br>Enter "Amp-Law-1xu" in Originating Agency Case Number (OACN)                                                                                                                                                                                                    | Transaction initiated         |        | Stop Certification |
| 3                                                                               | Vendor | <b>CIVIL</b> <b>LAW</b><br><b>LIVESCAN</b>         | Capture: <ul style="list-style-type: none"> <li>Plain impressions</li> <li>Nine rolled fingerprints: <ul style="list-style-type: none"> <li>AND specify a partial amputation for one finger (Amputated or Bandaged Code 'XX')</li> <li>AND specify one missing finger (Amputated or Bandaged Code 'UP')</li> </ul> </li> </ul> Submit Transaction        | MS and FBI Responses received |        | Stop Certification |
| 4                                                                               | Vendor | <b>CIVIL</b> <b>LAW</b><br><b>CARDSCAN</b>         | Scan card with: <ul style="list-style-type: none"> <li>Plain impressions</li> <li>Nine rolled fingerprints: <ul style="list-style-type: none"> <li>AND specify a partial amputation for one finger (Amputated or Bandaged Code 'XX')</li> <li>AND specify one missing finger (Amputated or Bandaged Code 'UP')</li> </ul> </li> </ul> Submit Transaction | MS and FBI Responses received |        | Stop Certification |

| Test Procedure: Designate finger image with partial and total distal amputation |        |                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                  |        |                    |
|---------------------------------------------------------------------------------|--------|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|--------|--------------------|
| Step                                                                            | Who    | When                                         | Procedure                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Expected Result                                                                                  | Status | Action if Fail     |
| 5                                                                               | Vendor | MDOC<br>LIVESCAN                             | Initiate create of a new DOC Intake Transaction.<br>Enter all required demographic fields<br>Capture: <ul style="list-style-type: none"> <li>Plain impressions</li> <li>Nine rolled fingerprints:               <ul style="list-style-type: none"> <li>AND specify a partial amputation for one finger (Amputated or Bandaged Code 'XX')</li> <li>AND specify one missing finger (Amputated or Bandaged Code 'UP')</li> </ul> </li> </ul> Submit Transaction | MS and FBI Responses received                                                                    |        | Stop Certification |
| 6                                                                               | TC     | CIVIL<br>MDOC<br>LAW<br>LIVESCAN<br>CARDSCAN | Use the MCHS Web application Prescreening Report to display the transaction                                                                                                                                                                                                                                                                                                                                                                                  | Transaction is accepted by prescreening and no errors are reported                               |        | Stop Certification |
| 7                                                                               | TC     | CIVIL LAW<br>MDOC<br>LIVESCAN<br>CARDSCAN    | Click the "Workflow" link on the Prescreening report to display the Workflow report                                                                                                                                                                                                                                                                                                                                                                          | Transaction processed successfully by MBIS and no issues reported with quality of the biometrics |        | Stop Certification |

#### **4.7.7 Test Procedure: Improper Combination: Finger image and Amp/Band Code 'UP' and 'XX'**

##### **Applicability**

- Tenprint with or without palms
- First Cardscan
- First Livescan
- Does not apply to the 4-4-2

##### **Overview**

This test verifies that the scanning station prevents a transaction from being submitted that has the UP code for a present finger image.

Conditional steps for: Civil App, Law, MDOC, Livescan, Cardscan.

| Test Procedure: Improper Combination: Finger image and Amp/Band Code 'UP' and 'XX' |        |                                                    |                                                                                                                                                                                                                                                                                |                                                             |        |                    |
|------------------------------------------------------------------------------------|--------|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|--------|--------------------|
| Step                                                                               | Who    | When                                               | Procedure                                                                                                                                                                                                                                                                      | Expected Result                                             | Status | Action if Fail     |
| 1                                                                                  | Vendor | <b>CIVIL</b><br><b>LIVESCAN</b><br><b>CARDSCAN</b> | Initiate creation of a new Billable Applicant Transaction.<br>Enter all required demographic fields<br>Enter "Amp-Civil-2up" in Originating Agency Case Number (OACN)                                                                                                          | Transaction initiated                                       |        | Stop Certification |
| 2                                                                                  | Vendor | <b>LAW</b><br><b>LIVESCAN</b><br><b>CARDSCAN</b>   | Initiate create of a new Arrest Transaction.<br>Enter all required demographic fields<br>Enter "Amp-Law-2up" in Originating Agency Case Number (OACN)                                                                                                                          | Transaction initiated                                       |        | Stop Certification |
| 3                                                                                  | Vendor | <b>CIVIL</b> <b>LAW</b><br><b>LIVESCAN</b>         | Capture: <ul style="list-style-type: none"> <li>Plain impressions</li> <li>Ten rolled fingerprints: <ul style="list-style-type: none"> <li>AND specify one missing finger (Amputated 'UP')</li> </ul> </li> </ul> If scanning station allows the UP, try to Submit Transaction | Scanning station does not allow transaction to be submitted |        | Stop Certification |
| 4                                                                                  | Vendor | <b>CIVIL</b> <b>LAW</b><br><b>LIVESCAN</b>         | Delete 1 rolled finger <ul style="list-style-type: none"> <li>AND do <u>not</u> enter Amputated or Bandaged information for the missing finger</li> </ul> Try to submit transaction                                                                                            | Scanning station does not allow transaction to be submitted |        | Stop Certification |



| Test Procedure: Improper Combination: Finger image and Amp/Band Code 'UP' and 'XX' |        |                               |                                                                                                                                                                                                                                                                                                                                                                                           |                                                             |        |                    |
|------------------------------------------------------------------------------------|--------|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|--------|--------------------|
| Step                                                                               | Who    | When                          | Procedure                                                                                                                                                                                                                                                                                                                                                                                 | Expected Result                                             | Status | Action if Fail     |
| 5                                                                                  | Vendor | CIVIL LAW<br>CARDSCAN         | Scan: <ul style="list-style-type: none"> <li>Plain impressions</li> <li>Ten rolled fingerprints:               <ul style="list-style-type: none"> <li>AND specify one missing finger (Amputated 'UP')</li> </ul> </li> </ul> If scanning station allows the UP, try to Submit Transaction                                                                                                 | Scanning station does not allow transaction to be submitted |        | Stop Certification |
| 6                                                                                  | Vemdor | CIVIL LAW<br>MDOC<br>CARDSCAN | Scan: <ul style="list-style-type: none"> <li>Plain impressions</li> <li>Nine rolled fingerprints               <ul style="list-style-type: none"> <li>AND do <u>not</u> capture an impression for one finger</li> <li>AND do <u>not</u> enter Amputated or Bandaged information for the missing finger</li> </ul> </li> </ul> Try to submit transaction                                   | Scanning station does not allow transaction to be submitted |        | Stop Certification |
| 7                                                                                  | Vendor | MDOC<br>LIVESCAN              | Initiate create of a new DOC Intake Transaction.<br>Enter all required demographic fields<br>Capture: <ul style="list-style-type: none"> <li>Plain impressions</li> <li>Ten rolled fingerprints:               <ul style="list-style-type: none"> <li>AND specify one missing finger (Amputated 'UP')</li> </ul> </li> </ul> If scanning station allows the UP, try to Submit Transaction | Scanning station does not allow transaction to be submitted |        | Stop Certification |

| Test Procedure: Improper Combination: Finger image and Amp/Band Code 'UP' and 'XX' |        |                  |                                                                                                                                                                                       |                                                             |        |                    |
|------------------------------------------------------------------------------------|--------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|--------|--------------------|
| Step                                                                               | Who    | When             | Procedure                                                                                                                                                                             | Expected Result                                             | Status | Action if Fail     |
| 8                                                                                  | Vendor | MDOC<br>LIVESCAN | Delete 1 rolled finger <ul style="list-style-type: none"> <li>◦ AND do <u>not</u> enter Amputated or Bandaged information for the missing finger</li> </ul> Try to submit transaction | Scanning station does not allow transaction to be submitted |        | Stop Certification |

#### **4.7.8 Test Procedure: Designate palm image with partial amputation**

##### **Applicability**

- Tenprint with palms that support upper and lower palms
- First Cardscan
- First Livescan
- Does not apply to the 4-4-2

##### **Overview**

This test verifies that the scanning station can successfully submit a transaction with the XX AMP code for a palm image.

Conditional steps for: Civil App, Law, MDOC, Upper/Lower palm, Livescan, Cardscan.

| Test Procedure: Designate palm image with partial amputation |        |                                                                               |                                                                                                                                                                                                                                                                                                                       |                               |        |                    |
|--------------------------------------------------------------|--------|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------|--------------------|
| Step                                                         | Who    | When                                                                          | Procedure                                                                                                                                                                                                                                                                                                             | Expected Result               | Status | Action if Fail     |
| 1                                                            | Vendor | <b>CIVIL</b><br><b>LIVESCAN</b><br><b>CARDSCAN</b><br><b>UPPER/LOWER PALM</b> | Initiate creation of a new Billable Applicant Transaction.<br>Enter all required demographic fields and type 15 fields (if any)<br>Enter "Amp-Civil-3xx" in Originating Agency Case Number (OACN)                                                                                                                     | Transaction initiated         |        | Stop Certification |
| 2                                                            | Vendor | <b>LAW</b><br><b>LIVESCAN</b><br><b>CARDSCAN</b><br><b>UPPER/LOWER PALM</b>   | Initiate create of a new Arrest Transaction.<br>Enter all required demographic fields and type 15 fields (if any)<br>Enter "Amp-Law-3xx" in Originating Agency Case Number (OACN)                                                                                                                                     | Transaction initiated         |        | Stop Certification |
| 3                                                            | Vendor | <b>CIVIL LAW</b><br><b>LIVESCAN</b><br><b>UPPER/LOWER PALM</b>                | Capture: <ul style="list-style-type: none"> <li>The fingerprints and palm images for upper and lower palm positions and writer's palm position for both palms</li> <li>AND specify a partial amputation for the right upper palm (position 26) (15.018 Amputated or Bandaged Code 'XX')</li> </ul> Submit Transaction | MS and FBI Responses received |        | Stop Certification |
| 4                                                            | Vendor | <b>CIVIL LAW</b><br><b>CARDSCAN</b><br><b>UPPER/LOWER PALM</b>                | Scan: <ul style="list-style-type: none"> <li>The fingerprints and palm images for upper and lower palm positions and writer's palm position for both palms</li> <li>AND specify a partial amputation for the right upper palm (position 26) (15.018 Amputated or Bandaged Code 'XX')</li> </ul> Submit Transaction    | MS and FBI Responses received |        | Stop Certification |

| Test Procedure: Designate palm image with partial amputation |        |                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                  |        |                    |
|--------------------------------------------------------------|--------|-------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|--------|--------------------|
| Step                                                         | Who    | When                                                                                                              | Procedure                                                                                                                                                                                                                                                                                                                                                                                                          | Expected Result                                                                                  | Status | Action if Fail     |
| 5                                                            | Vendor | <div>MDOC</div> <div>LIVESCAN</div> <div>UPPER/<br/>LOWER<br/>PALM</div>                                          | Initiate create of a new DOC Intake Transaction.<br>Enter all required demographic fields<br>Capture: <ul style="list-style-type: none"> <li>The fingerprints and palm images for upper and lower palm positions and writer's palm position for both palms</li> <li>AND specify a partial amputation for the right upper palm (position 26) (15.018 Amputated or Bandaged Code 'XX')</li> </ul> Submit Transaction | MS and FBI Responses received                                                                    |        | Stop Certification |
| 6                                                            | TC     | <div>CIVIL LAW</div> <div>MDOC</div> <div>LIVESCAN</div> <div>CARDSCAN</div> <div>UPPER/<br/>LOWER<br/>PALM</div> | Use the MCHS Web application Prescreening Report to display the transaction                                                                                                                                                                                                                                                                                                                                        | Overall Transaction Status is Accepted. No errors reported.                                      |        | Stop Certification |
| 7                                                            | TC     | <div>CIVIL LAW</div> <div>MDOC</div> <div>LIVESCAN</div> <div>CARDSCAN</div> <div>UPPER/<br/>LOWER<br/>PALM</div> | Click the "Workflow" link on the Prescreening report to display the Workflow report                                                                                                                                                                                                                                                                                                                                | Transaction processed successfully by MBIS and no issues reported with quality of the biometrics |        | Stop Certification |

#### **4.7.9 Test Procedure: Designate palm image unavailable**

##### **Applicability**

- Tenprint with palms that support upper and lower palms
- First Cardscan
- First Livescan
- Does not apply to the 4-4-2

##### **Overview**

This test involves designating the right upper and right upper palm images unavailable (UP code), which would be due to full amputation or total lack of friction ridge detail.

This test verifies that the scanning station can successfully submit a transaction with the UP AMP code for the two missing palm images (positions 22 and 26).

Conditional steps for: Civil App, Law, MDOC, Upper/Lower palm, Livescan, Cardscan.

| Test Procedure: Designate palm image unavailable due to full amputation or total lack of friction ridge detail |        |                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                    |                               |        |                    |
|----------------------------------------------------------------------------------------------------------------|--------|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------|--------------------|
| Step                                                                                                           | Who    | When                                                                          | Procedure                                                                                                                                                                                                                                                                                                                                                                                                          | Expected Result               | Status | Action if Fail     |
| 1                                                                                                              | Vendor | <b>CIVIL</b><br><b>LIVESCAN</b><br><b>CARDSCAN</b><br><b>UPPER/LOWER PALM</b> | Initiate creation of a new Billable Applicant Transaction.<br>Enter all required demographic fields and type 15 fields (if any)<br>Enter "Amp-Civil-4up" in Originating Agency Case Number (OACN)                                                                                                                                                                                                                  | Transaction initiated         |        | Stop certification |
| 2                                                                                                              | Vendor | <b>LAW</b><br><b>LIVESCAN</b><br><b>CARDSCAN</b><br><b>UPPER/LOWER PALM</b>   | Initiate create of a new Arrest Transaction.<br>Enter all required demographic fields and type 15 fields (if any)<br>Enter "Amp-Law-4up" in Originating Agency Case Number (OACN)                                                                                                                                                                                                                                  | Transaction initiated         |        | Stop certification |
| 3                                                                                                              | Vendor | <b>CIVIL LAW</b><br><b>LIVESCAN</b><br><b>UPPER/LOWER PALM</b>                | Capture: <ul style="list-style-type: none"> <li>The fingerprints and the palm images for the left upper and lower palms and left writer's palm and capture only the lower palm image for the right palm</li> </ul> AND specify unprintable palm positions for the right upper palm position (position 26) and right writer's palm (position 22) (15.018 Amputated or Bandaged Code to 'UP' )<br>Submit Transaction | MS and FBI Responses received |        | Stop certification |

| Test Procedure: Designate palm image unavailable due to full amputation or total lack of friction ridge detail |        |                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                             |        |                    |
|----------------------------------------------------------------------------------------------------------------|--------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|--------|--------------------|
| Step                                                                                                           | Who    | When                                                                                             | Procedure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Expected Result                                             | Status | Action if Fail     |
| 4                                                                                                              | Vendor | <b>CIVIL LAW</b><br><b>CARDSCAN</b><br><b>UPPER/LOWER PALM</b>                                   | Scan: <ul style="list-style-type: none"> <li>The fingerprints and the palm images for the left upper and lower palms and left writer's palm and capture only the lower palm image for the right palm</li> </ul> AND specify unprintable palm positions for the right upper palm position (position 26) and right writer's palm (position 22) (15.018 Amputated or Bandaged Code to 'UP' )<br>Submit Transaction                                                                                                 | MS and FBI Responses received                               |        | Stop certification |
| 5                                                                                                              | Vendor | <b>MDOC</b><br><b>LIVESCAN</b><br><b>UPPER/LOWER PALM</b>                                        | Initiate create of a new Doc Intake Transaction.<br>Enter all required demographic fields<br>Capture: <ul style="list-style-type: none"> <li>The fingerprints and the palm images for the left upper and lower palms and left writer's palm and capture only the lower palm image for the right palm</li> </ul> AND specify unprintable palm positions for the right upper palm position (position 26) and right writer's palm (position 22) (15.018 Amputated or Bandaged Code to 'UP' )<br>Submit Transaction | MS and FBI Responses received                               |        | Stop certification |
| 6                                                                                                              | TC     | <b>CIVIL LAW</b><br><b>MDOC</b><br><b>LIVESCAN</b><br><b>CARDSCAN</b><br><b>UPPER/LOWER PALM</b> | Use the MCHS Web application Prescreening Report to display the transaction                                                                                                                                                                                                                                                                                                                                                                                                                                     | Overall Transaction Status is Accepted. No errors reported. |        | Stop certification |



| Test Procedure: Designate palm image unavailable due to full amputation or total lack of friction ridge detail |     |                                                                                                                   |                                                                                     |                                                                                                  |        |                    |
|----------------------------------------------------------------------------------------------------------------|-----|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|--------|--------------------|
| Step                                                                                                           | Who | When                                                                                                              | Procedure                                                                           | Expected Result                                                                                  | Status | Action if Fail     |
| 7                                                                                                              | TC  | <div>CIVIL LAW</div> <div>MDOC</div> <div>LIVESCAN</div> <div>CARDSCAN</div> <div>UPPER/<br/>LOWER<br/>PALM</div> | Click the "Workflow" link on the Prescreening report to display the Workflow report | Transaction processed successfully by MBIS and no issues reported with quality of the biometrics |        | Stop certification |

#### **4.7.10 Test Procedure: Improper Values in 15.018 Amp/Band Code Palms**

##### **Applicability**

- Tenprint with palms that support upper and lower palms
- First Cardscan
- First Livescan
- Does not apply to the 4-4-2

##### **Overview**

This test verifies that the scanning station prevents a transaction from being submitted that contains the partial amputation XX code for left upper and lower missing palm images.

Conditional steps for: Civil App, Law, MDOC, Upper/Lower palm, Livescan, Cardscan.

| Test Procedure: Improper Values in 15.018 Amp/Band Code Palms |        |                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                             |        |                    |
|---------------------------------------------------------------|--------|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|--------|--------------------|
| Step                                                          | Who    | When                                                                          | Procedure                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Expected Result                                             | Status | Action if Fail     |
| 1                                                             | Vendor | <b>CIVIL</b><br><b>LIVESCAN</b><br><b>CARDSCAN</b><br><b>UPPER/LOWER PALM</b> | Initiate creation of a new Billable Applicant Transaction.<br>Enter all required demographic fields and type 15 fields (if any)<br>Enter "Amp-Civil-5xx" in Originating Agency Case Number (OACN)                                                                                                                                                                                                                                                             | Transaction initiated                                       |        | Stop certification |
| 2                                                             | Vendor | <b>LAW</b><br><b>LIVESCAN</b><br><b>CARDSCAN</b><br><b>UPPER/LOWER PALM</b>   | Initiate create of a new Arrest Transaction.<br>Enter all required demographic fields and type 15 fields (if any)<br>Enter "Amp-Law-5xx" in Originating Agency Case Number (OACN)                                                                                                                                                                                                                                                                             | Transaction initiated                                       |        | Stop certification |
| 3                                                             | Vendor | <b>CIVIL LAW</b><br><b>LIVESCAN</b><br><b>UPPER/LOWER PALM</b>                | Try to capture: <ul style="list-style-type: none"> <li>▪ The fingerprints and the palm images for the right upper and lower palms and right writer's palm and capture only the palm image for the left lower palm</li> <li>▪ AND specify partial amputation palm positions for the left upper and lower palm positions (positions 28 and 27) (15.018 Amputated or Bandaged Code 'XX')</li> </ul> If scanning station allows the XX, try to Submit Transaction | Scanning station does not allow transaction to be submitted |        | Stop certification |

| Test Procedure: Improper Values in 15.018 Amp/Band Code Palms |        |                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                             |        |                    |
|---------------------------------------------------------------|--------|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|--------|--------------------|
| Step                                                          | Who    | When                                                           | Procedure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Expected Result                                             | Status | Action if Fail     |
| 4                                                             | Vendor | <b>CIVIL LAW</b><br><b>CARDSCAN</b><br><b>UPPER/LOWER PALM</b> | Try to scan: <ul style="list-style-type: none"> <li>The fingerprints and the palm images for the right upper and lower palms and right writer's palm and capture only the palm image for the left lower palm</li> <li>AND specify partial amputation palm positions for the left upper and lower palm positions (positions 28 and 27) (15.018 Amputated or Bandaged Code 'XX')</li> </ul> If scanning station allows the XX, try to Submit Transaction                                                                                                 | Scanning station does not allow transaction to be submitted |        | Stop certification |
| 5                                                             | Vendor | <b>MDOC</b><br><b>LIVESCAN</b><br><b>UPPER/LOWER PALM</b>      | Initiate create of a new Doc Intake Transaction.<br>Enter all required demographic fields<br>Try to capture: <ul style="list-style-type: none"> <li>The fingerprints and the palm images for the right upper and lower palms and right writer's palm and capture only the palm image for the left lower palm</li> <li>AND specify partial amputation palm positions for the left upper and lower palm positions (positions 28 and 27) (15.018 Amputated or Bandaged Code 'XX')</li> </ul> If scanning station allows the XX, try to Submit Transaction | Scanning station does not allow transaction to be submitted |        | Stop certification |

#### **4.7.11 Test Procedure: Invalid Combination: Palm image and Amp/Band Code 'UP' and 'XX' Palms**

##### **Applicability**

- Tenprint with palms that support upper and lower palms
- First Cardscan
- First Livescan
- Does not apply to the 4-4-2

##### **Overview**

This test verifies that the scanning station prevents a transaction from being submitted that has the unprintable UP code for left upper and lower present palm images.

Conditional steps for: Civil App, Law, MDOC, Upper/Lower palm, Livescan, Cardscan.

| Test Procedure: Invalid Combination: Palm image and Amp/Band Code 'UP' and 'XX' Palms |        |                                                                               |                                                                                                                                                                                                                                                                                                                                                                                      |                                                             |        |                    |
|---------------------------------------------------------------------------------------|--------|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|--------|--------------------|
| Step                                                                                  | Who    | When                                                                          | Procedure                                                                                                                                                                                                                                                                                                                                                                            | Expected Result                                             | Status | Action if Fail     |
| 1                                                                                     | Vendor | <b>CIVIL</b><br><b>LIVESCAN</b><br><b>CARDSCAN</b><br><b>UPPER/LOWER PALM</b> | Initiate creation of a new Billable Applicant Transaction.<br>Enter all required demographic field and type 15 fields (if any)<br>Enter "Amp-Civil-6up" in Originating Agency Case Number (OACN)                                                                                                                                                                                     | Transaction initiated                                       |        | Stop certification |
| 2                                                                                     | Vendor | <b>LAW</b><br><b>LIVESCAN</b><br><b>CARDSCAN</b><br><b>UPPER/LOWER PALM</b>   | Initiate create of a new Arrest Transaction.<br>Enter all required demographic fields<br>Enter "Amp-Law-6up" in Originating Agency Case Number (OACN)                                                                                                                                                                                                                                | Transaction initiated                                       |        | Stop certification |
| 3                                                                                     | Vendor | <b>CIVIL LAW</b><br><b>LIVESCAN</b><br><b>UPPER/LOWER PALM</b>                | Try to capture: <ul style="list-style-type: none"> <li>The fingerprints and palm images for the upper and lower palms and writer's palms for both palms</li> </ul> AND specify unprintable palm positions for the left upper and lower palm positions (positions 28 and 27) (15.018 Amputated or Bandaged Code 'UP')<br>If scanning station allows the UP, try to Submit Transaction | Scanning station does not allow transaction to be submitted |        | Stop certification |

| Test Procedure: Invalid Combination: Palm image and Amp/Band Code 'UP' and 'XX' Palms |        |                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                             |        |                    |
|---------------------------------------------------------------------------------------|--------|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|--------|--------------------|
| Step                                                                                  | Who    | When                                                                 | Procedure                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Expected Result                                             | Status | Action if Fail     |
| 4                                                                                     | Vendor | <div>CIVIL LAW</div> <div>LIVESCAN</div> <div>UPPER/LOWER PALM</div> | <p>Try to capture:</p> <ul style="list-style-type: none"> <li>The fingerprints and the palm images for the right upper and lower palms and right writer's palm and capture only the palm image for the left lower palm</li> <li>AND specify partial amputation palm positions for the left upper and lower palm positions (positions 28 and 27) (15.018 Amputated or Bandaged Code 'XX')</li> </ul> <p>If scanning station allows the XX, try to Submit Transaction</p> | Scanning station does not allow transaction to be submitted |        | Stop Certification |
| 5                                                                                     | Vendor | <div>CIVIL LAW</div> <div>CARDSCAN</div> <div>UPPER/LOWER PALM</div> | <p>Try to scan:</p> <ul style="list-style-type: none"> <li>The fingerprints and palm images for the upper and lower palms and writer's palms for both palms</li> </ul> <p>AND specify unprintable palm positions for the left upper and lower palm positions (positions 28 and 27) (15.018 Amputated or Bandaged Code 'UP')</p> <p>If scanning station allows the UP, try to Submit Transaction</p>                                                                     | Scanning station does not allow transaction to be submitted |        | Stop certification |
| 6                                                                                     | Vendor | <div>CIVIL LAW</div> <div>CARDSCAN</div> <div>UPPER/LOWER PALM</div> | <p>Try to scan:</p> <ul style="list-style-type: none"> <li>The fingerprints and the palm images for the right upper and lower palms and right writer's palm and capture only the palm image for the left lower palm</li> <li>AND specify partial amputation palm positions for the left upper and lower palm positions (positions 28 and 27) (15.018 Amputated or Bandaged Code 'XX')</li> </ul> <p>If scanning station allows the XX, try to Submit Transaction</p>    | Scanning station does not allow transaction to be submitted |        | Stop certification |

| Test Procedure: Invalid Combination: Palm image and Amp/Band Code 'UP' and 'XX' Palms |        |                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                             |        |                    |
|---------------------------------------------------------------------------------------|--------|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|--------|--------------------|
| Step                                                                                  | Who    | When                                                      | Procedure                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Expected Result                                             | Status | Action if Fail     |
| 7                                                                                     | Vendor | <b>MDOC</b><br><b>LIVESCAN</b><br><b>UPPER/LOWER PALM</b> | Initiate create of a new Doc Intake Transaction.<br>Enter all required demographic fields<br>Try to capture: <ul style="list-style-type: none"> <li>The fingerprints and palm images for the upper and lower palms and writer's palms for both palms</li> </ul> AND specify unprintable palm positions for the left upper and lower palm positions (positions 28 and 27) (15.018 Amputated or Bandaged Code 'UP')<br>If scanning station allows the UP, try to Submit Transaction | Scanning station does not allow transaction to be submitted |        | Stop certification |
| 8                                                                                     | Vendor | <b>MDOC</b><br><b>LIVESCAN</b><br><b>UPPER/LOWER PALM</b> | Try to capture: <ul style="list-style-type: none"> <li>The fingerprints and the palm images for the right upper and lower palms and right writer's palm and capture only the palm image for the left lower palm</li> <li>AND specify unprintable palm positions for the left upper and lower palm positions (positions 28 and 27) (15.018 Amputated or Bandaged Code 'XX')</li> </ul> If scanning station allows the XX, try to Submit Transaction                                | Scanning station does not allow transaction to be submitted |        | Stop certification |



#### **4.7.12 Test Procedure: Invalid Combination: No palm image and no AMP/Bandaged Code for Palm**

##### **Applicability**

- Tenprint with palms that support upper and lower palms
- First Cardscan
- First Livescan
- Does not apply to the 4-4-2

##### **Overview**

This test verifies that the scanning station prevents a transaction from being submitted that is missing a palm image and doesn't have the UP code.

| Test Procedure: Invalid Combination: No palm image and no Amp/Band Code Palm |        |                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                             |        |                    |
|------------------------------------------------------------------------------|--------|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|--------|--------------------|
| Step                                                                         | Who    | When                                                                          | Procedure                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Expected Result                                             | Status | Action if Fail     |
| 1                                                                            | Vendor | <b>CIVIL</b><br><b>LIVESCAN</b><br><b>CARDSCAN</b><br><b>UPPER/LOWER PALM</b> | Initiate creation of a new Billable Applicant Transaction.<br>Enter all required demographic fields and type 15 fields (if any)<br>Enter "Amp-Civil-7up" in Originating Agency Case Number (OACN)                                                                                                                                                                                                                                                                   | Transaction initiated                                       |        | Stop certification |
| 2                                                                            | Vendor | <b>LAW</b><br><b>LIVESCAN</b><br><b>CARDSCAN</b><br><b>UPPER/LOWER PALM</b>   | Initiate create of a new Arrest Transaction.<br>Enter all required demographic fields<br>Enter "Amp-Law-7up" in Originating Agency Case Number (OACN)                                                                                                                                                                                                                                                                                                               | Transaction initiated                                       |        | Stop certification |
| 3                                                                            | Vendor | <b>CIVIL LAW</b><br><b>LIVESCAN</b><br><b>UPPER/LOWER PALM</b>                | Try to capture: <ul style="list-style-type: none"> <li>The fingerprints and the palm images for the left upper and lower palms and the left writer's palm</li> </ul> AND do not capture an image for the right upper and lower palm positions<br>AND do not specify unprintable palm positions for the right upper and lower palm positions (positions 28 and 27) (Amputated or Bandaged Code 'UP')<br>If scanning station allows the UP, try to Submit Transaction | Scanning station does not allow transaction to be submitted |        | Stop certification |

| Test Procedure: Invalid Combination: No palm image and no Amp/Band Code Palm |        |                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                             |        |                    |
|------------------------------------------------------------------------------|--------|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|--------|--------------------|
| Step                                                                         | Who    | When                                                           | Procedure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Expected Result                                             | Status | Action if Fail     |
| 4                                                                            | Vendor | <b>CIVIL LAW</b><br><b>CARDSCAN</b><br><b>UPPER/LOWER PALM</b> | Try to capture: <ul style="list-style-type: none"> <li>The fingerprints and the palm images for the left upper and lower palms and the left writer's palm</li> </ul> AND do not capture an image for the right upper and lower palm positions<br>AND do not specify unprintable palm positions for the right upper and lower palm positions (positions 28 and 27) (Amputated or Bandaged Code 'UP')<br>If scanning station allows the UP, try to Submit Transaction                                                                                              | Scanning station does not allow transaction to be submitted |        | Stop certification |
| 5                                                                            | Vendor | <b>MDOC</b><br><b>LIVESCAN</b><br><b>UPPER/LOWER PALM</b>      | Initiate create of a new DOC Intake Transaction.<br>Enter all required demographic fields<br>Try to capture: <ul style="list-style-type: none"> <li>The fingerprints and the palm images for the left upper and lower palms and the left writer's palm</li> </ul> AND do not capture an image for the right upper and lower palm positions<br>AND do not specify unprintable palm positions for the right upper and lower palm positions (positions 28 and 27) (Amputated or Bandaged Code 'UP')<br>If scanning station allows the UP, try to Submit Transaction | Scanning station does not allow transaction to be submitted |        | Stop certification |

#### **4.7.13 Test Procedure: Missing Hand UP 4-4-2**

##### **Applicability**

- Livescan
- Certifications for 4-4-2 with Billable Applicant

##### **Overview**

This test verifies that the scanning station can successfully submit a transaction with the UP AMP code for a missing 4-4-2 slap image.

| Test Procedure: Missing Hand UP 4-4-2 |        |        |                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                               |        |                   |
|---------------------------------------|--------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------------|
| Step                                  | Who    | When   | Procedure                                                                                                                                                                                                                                                                                                                                   | Expected Result                                                                                                                                                                                                               | Status | Action if Fail    |
| 1                                     | Vendor | Always | Initiate creation of a new Billable Applicant Transaction.<br>Enter all required demographic fields<br>Enter "Amp-442-8up<br>Capture: <ul style="list-style-type: none"> <li>Left plain four and left and right plain thumbs</li> </ul> AND specify amputation for right plain four (Amputated or Bandaged Code 'UP')<br>Submit Transaction | MS and FBI Responses received                                                                                                                                                                                                 |        | Stop test (4-4-2) |
| 2                                     | TC     | Always | Use the MCHS Web application Prescreening Report to display the transaction                                                                                                                                                                                                                                                                 | Overall Transaction Status is Accepted. No errors reported. Viewing the transaction should show 2 type 14 records (1 for left plain and 1 for left and right thumbs). Type 2 field 2.084 indicates UP for finger position 13. |        | Stop test (4-4-2) |
| 3                                     | TC     | Always | Click the " <a href="#">Workflow</a> " link on the Prescreening report to display the Workflow report                                                                                                                                                                                                                                       | Transaction processed successfully by MBIS and no issues reported with quality of the biometrics                                                                                                                              |        | Stop test (4-4-2) |

#### **4.7.14 Test Procedure: Missing Finger UP 4-4-2**

##### **Applicability**

- Livescan
- Certifications for 4-4-2 with Billable Applicant

##### **Overview**

This test verifies that the scanning station can successfully submit a transaction with the UP AMP code for a missing finger in a 4-4-2 slap image.

| Test Procedure: Missing Finger UP 4-4-2 |        |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                        |        |                   |
|-----------------------------------------|--------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------------|
| Step                                    | Who    | When   | Procedure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Expected Result                                                                                                                                                                                        | Status | Action if Fail    |
| 1                                       | Vendor | Always | <p>Initiate creation of a new Billable Applicant Transaction.</p> <p>Enter all required demographic fields</p> <p>Enter "Amp-442-9up" in Originating Agency Case Number (OACN)</p> <p>Capture:</p> <ul style="list-style-type: none"> <li>▪ Left plain four</li> <li>▪ Right plain middle, right plain ring and right plain little</li> <li>▪ Left and right plain thumbs</li> </ul> <p>AND specify amputation for plain right index (Amputated or Bandaged Code 'UP')</p> <p>Submit Transaction</p> | MS and FBI Responses received                                                                                                                                                                          |        | Stop test (4-4-2) |
| 2                                       | TC     | Always | Use the MCHS Web application Prescreening Report to display the transaction                                                                                                                                                                                                                                                                                                                                                                                                                          | Overall Transaction Status is Accepted. No errors reported. Viewing the transaction should show 3 type 14 records. Type 14 with finger position 13 indicates UP for finger position 2 in field 14.018. |        | Stop test (4-4-2) |
| 3                                       | TC     | Always | Click the " <a href="#">Workflow</a> " link on the Prescreening report to display the Workflow report                                                                                                                                                                                                                                                                                                                                                                                                | Transaction processed successfully by MBIS and no issues reported with quality of the biometrics                                                                                                       |        | Stop test (4-4-2) |

#### **4.7.15 Test Procedure: Partially Amputated Finger XX 4-4-2**

##### **Applicability**

- Livescan
- Certifications for 4-4-2 with Billable Applicant

##### **Overview**

This test verifies that the scanning station can successfully submit a transaction with the XX AMP code for a bandaged finger in a present 4-4-2 slap image.



| Test Procedure: Partially Amputated Finger XX 4-4-2 |        |        |                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                        |        |                   |
|-----------------------------------------------------|--------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------------|
| Step                                                | Who    | When   | Procedure                                                                                                                                                                                                                                                                                                                                                                                                      | Expected Result                                                                                                                                                                                        | Status | Action if Fail    |
| 1                                                   | Vendor | Always | Initiate creation of a new Billable Applicant Transaction.<br>Enter all required demographic fields<br>Enter "Amp-442-10xx" in Originating Agency Case Number (OACN)<br>Capture: <ul style="list-style-type: none"> <li>Left plain four</li> <li>Right plain four (right plain index bandaged)</li> </ul> AND specify amputation for plain right index (Amputated or Bandaged Code 'XX')<br>Submit Transaction | MS and FBI Responses received                                                                                                                                                                          |        | Stop test (4-4-2) |
| 2                                                   | TC     | Always | Use the MCHS Web application Prescreening Report to display the transaction                                                                                                                                                                                                                                                                                                                                    | Overall Transaction Status is Accepted. No errors reported. Viewing the transaction should show 3 type 14 records. Type 14 with finger position 13 indicates XX for finger position 2 in field 14.018. |        | Stop test (4-4-2) |
| 3                                                   | TC     | Always | Click the "Workflow" link on the Prescreening report to display the Workflow report                                                                                                                                                                                                                                                                                                                            | Transaction processed successfully by MBIS and no issues reported with quality of the biometrics                                                                                                       |        | Stop test (4-4-2) |

## 4.8 CIC STATION TEST

### 4.8.1 Entry Criteria

Below are criteria to be met before proceeding with this test.

- Law Enforcement Tests exit criteria met
- Civil Applicant Agency Tests exit criteria met
- Department of Corrections Tests exit criteria met
- Amputated and Bandaged Tests exit criteria met

### 4.8.2 Objectives

The objectives of this test are to verify the following:

- Transaction types: The scanning station supports the following Law Enforcement transaction types:
  - Instate Inquiry Only background check

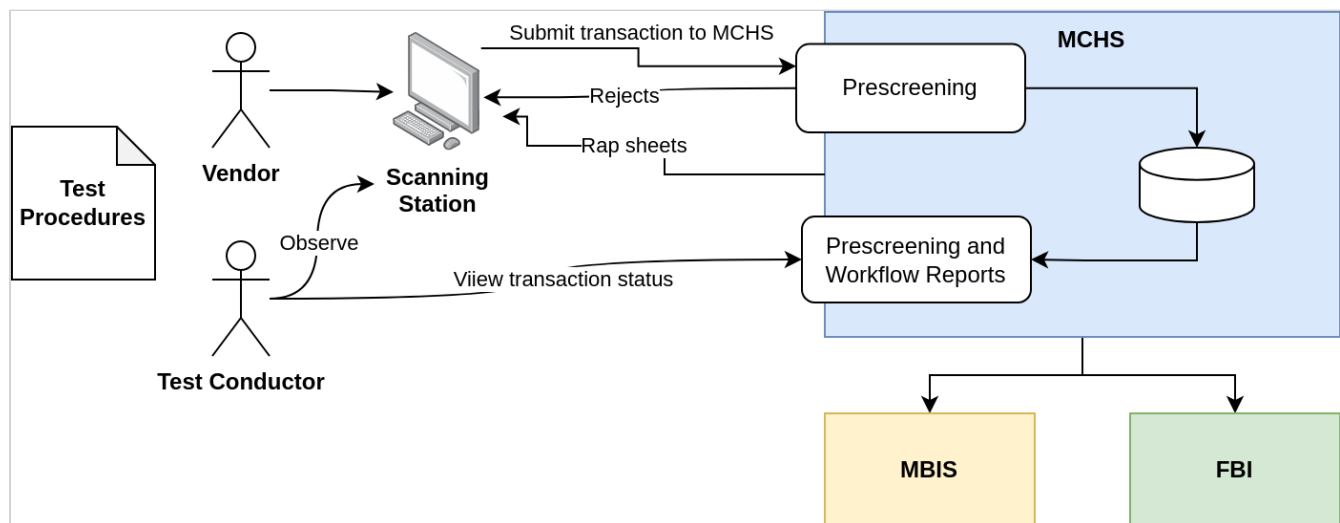
### 4.8.3 Test Execution Overview

The purpose of the test execution overview is to provide an overview and high level guidance in executing the Test Procedures. CIC scanning stations are required to support the Instate Inquiry Only applicant transaction in addition to all transactions types used by CIC Station, Civil Applicant and Department of Correction Agencies.

#### Overall Flow

This starts with end-to-end Instate Inquiry Only Applicant transactions created by the vendor at the scanning station. The scanning station submits the transaction to MCHS, which processes the transaction, submits requests to the local MBIS system and returns responses to the scanning station. If the processing is successful, MCHS will send Mississippi rap sheet to the scanning station. If unsuccessful, MCHS will send a reject message to the scanning station.

The MCHS Prescreening component will be used to validate that the transaction is compliant with the MCHS Tenprint ICD. The Test Conductor (TC) will use the MCHS Prescreening and Workflow Reports as well as MBIS examiner interface to verify expected results. The diagram below shows the overall flow.



#### Use of Test Procedures

The "Status" column in the test procedures is used to record status of the individual step. Valid values are:

- Pass - Successful executed with expected results met
- Fail - Expected results not met
- N/A - Not applicable

#### **Applicability of Tests**

Applies to only scanning stations installed at the CIC.

This test only needs to be executed successfully once during the certification session.

#### **4.8.4 Exit Criteria**

Must successfully complete all applicable steps in each test procedure to pass this test. If all steps in each test procedures have been successfully completed continue with certification.

#### **4.8.5 Test Procedures Index**

Below is an index of the test procedures for this test:

- [Test Procedure: Instate Inquiry Only](#)

#### **4.8.6 Test Procedure: Instate Inquiry Only**

##### **Applicability**

- First Tenprint Livescan or Cardscan with or without palms

If not applicable proceed to [Exit Criteria](#).

##### **Overview**

This is a comprehensive test procedure verifying that the scanning stations can create an Instate Inquiry Only transaction and successfully submitted it to MCHS.

| Test Procedure: Instate Inquiry Only |        |        |                                                                                               |                                                                                                                                                                                        |        |                                             |
|--------------------------------------|--------|--------|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------------------------------|
| Step                                 | Who    | When   | Procedure                                                                                     | Expected Result                                                                                                                                                                        | Status | Action if Fail                              |
| 1                                    | TC     | Always | Confirm MCHS configurations for the station is set to allow Instate Inquiry Only transactions |                                                                                                                                                                                        |        |                                             |
| 2                                    | Vendor | Always | Initiate creation of a Instate Inquiry Only Background Check                                  | Verify that the data entry fields on the scanning station's data entry screen are either empty or contain the pre-set default<br><br>Print agency is hardcoded MS0999999 for Livescan. |        | Certification Testing Stops for CIC Station |

| Test Procedure: Instate Inquiry Only |        |        |                                 |                                                                                                                                                               |                                                                                                           |        |                                             |
|--------------------------------------|--------|--------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------|---------------------------------------------|
| Step                                 | Who    | When   | Procedure                       |                                                                                                                                                               | Expected Result                                                                                           | Status | Action if Fail                              |
| 3                                    | Vendor | Always | Enter the following data:       |                                                                                                                                                               | All data can be entered as indicated                                                                      |        | Certification Testing Stops for CIC Station |
|                                      |        |        | Field                           | Value                                                                                                                                                         | Text can be entered in mixed case as indicated                                                            |        |                                             |
|                                      |        |        | Type 1 Record:                  |                                                                                                                                                               | Reason Fingerprinted set to <set to Instate Inquiry Only by scanning station based on type of submission> |        |                                             |
|                                      |        |        | 1.07 Print Agency ORI           | Cardscan: MS0999999<br>This field is user entered ONLY IF the certification is for a cardscan.<br>Livescan: NOT user entered.<br>Hardcoded value as MS099999. |                                                                                                           |        |                                             |
|                                      |        |        | 1.08 Applicant Agency ORI       | MS09999999                                                                                                                                                    |                                                                                                           |        |                                             |
|                                      |        |        | Type 2 Record:                  |                                                                                                                                                               |                                                                                                           |        |                                             |
|                                      |        |        | 2.009 Originating Agency Case # | LE-APP-IIO                                                                                                                                                    |                                                                                                           |        |                                             |
|                                      |        |        | 2.016 Social Security # (0)     | 123456777                                                                                                                                                     |                                                                                                           |        |                                             |
|                                      |        |        | Social Security # (1)           | 222456999                                                                                                                                                     |                                                                                                           |        |                                             |
|                                      |        |        | 2.017 Miscellaneous Id #        | –                                                                                                                                                             |                                                                                                           |        |                                             |
|                                      |        |        | Misc Id # Type (0)              | Natl Agency Nr                                                                                                                                                |                                                                                                           |        |                                             |
|                                      |        |        | Misc Id # Value (0)             | 12-X45                                                                                                                                                        |                                                                                                           |        |                                             |
|                                      |        |        | 2.018 Name                      | –                                                                                                                                                             |                                                                                                           |        |                                             |
|                                      |        |        | Last Name (0)                   | Bond                                                                                                                                                          |                                                                                                           |        |                                             |
|                                      |        |        | First Name (0)                  | Sally                                                                                                                                                         |                                                                                                           |        |                                             |
|                                      |        |        | Middle Name (0)                 | A                                                                                                                                                             |                                                                                                           |        |                                             |
|                                      |        |        | Name Suffix (0)                 | IV                                                                                                                                                            |                                                                                                           |        |                                             |

| Test Procedure: Instate Inquiry Only |     |      |                                 |                |                 |        |                |
|--------------------------------------|-----|------|---------------------------------|----------------|-----------------|--------|----------------|
| Step                                 | Who | When | Procedure                       |                | Expected Result | Status | Action if Fail |
|                                      |     |      | <b>Field</b>                    | <b>Value</b>   |                 |        |                |
|                                      |     |      | Last Name (1)                   | Double O Seven |                 |        |                |
|                                      |     |      | First Name (1)                  | X              |                 |        |                |
|                                      |     |      | Middle Name (1)                 | (no data)      |                 |        |                |
|                                      |     |      | Name Suffix (1)                 | (no data)      |                 |        |                |
|                                      |     |      | 2.020 Place of Birth            | YY             |                 |        |                |
|                                      |     |      | 2.021 Country of Citizenship    | ZR             |                 |        |                |
|                                      |     |      | 2.022 Date of Birth (0)         | 19800831       |                 |        |                |
|                                      |     |      | 2.024 Sex/Gender                | Male           |                 |        |                |
|                                      |     |      | 2.025 Race                      | Asian          |                 |        |                |
|                                      |     |      | 2.026 Scars, Marks, and Tattoos | -              |                 |        |                |
|                                      |     |      | SMT Code (0)                    | SC FHD         |                 |        |                |
|                                      |     |      | SMT Description (0)             | (no data)      |                 |        |                |
|                                      |     |      | SMT Code (1)                    | TAT UL ARM     |                 |        |                |
|                                      |     |      | SMT Description (1)             | (no data)      |                 |        |                |
|                                      |     |      | 2.027 Height                    | 604            |                 |        |                |
|                                      |     |      | 2.029 Weight                    | 300            |                 |        |                |
|                                      |     |      | 2.031 Eye Color                 | Black          |                 |        |                |
|                                      |     |      | 2.032 Hair Color                | Unknown        |                 |        |                |

| Test Procedure: Instate Inquiry Only |     |      |                            |                                                                                                                              |                 |        |                |
|--------------------------------------|-----|------|----------------------------|------------------------------------------------------------------------------------------------------------------------------|-----------------|--------|----------------|
| Step                                 | Who | When | Procedure                  |                                                                                                                              | Expected Result | Status | Action if Fail |
|                                      |     |      | <b>Field</b>               | <b>Value</b>                                                                                                                 |                 |        |                |
|                                      |     |      | 2.037 Reason Fingerprinted | <set to Instate Inquiry Only by scanning station based on type of submission>                                                |                 |        |                |
|                                      |     |      | 2.038 Date Printed         | Cardscan: 20170715<br>This field is user entered ONLY IF the certification is for a cardscan.<br>Livescan: NOT user entered. |                 |        |                |
|                                      |     |      | 2.039 Employment           | -                                                                                                                            |                 |        |                |
|                                      |     |      | Occupation                 | (no data)                                                                                                                    |                 |        |                |
|                                      |     |      | Employer Name              | Reynolds Corp.                                                                                                               |                 |        |                |
|                                      |     |      | Employer Address 1         | Suite 453                                                                                                                    |                 |        |                |
|                                      |     |      | Employer Address 2         | 9841 Main St                                                                                                                 |                 |        |                |
|                                      |     |      | Employer Address 3         | Riverville, MS 22222                                                                                                         |                 |        |                |
|                                      |     |      | 2.041 Residence            | -                                                                                                                            |                 |        |                |
|                                      |     |      | Residence Address 1        | 200 Side Street                                                                                                              |                 |        |                |
|                                      |     |      | Residence Address 2        | Apt 825                                                                                                                      |                 |        |                |
|                                      |     |      | Residence Address 3        | Riverville, MS 22225                                                                                                         |                 |        |                |
|                                      |     |      | 2.703 Drivers License      | -                                                                                                                            |                 |        |                |
|                                      |     |      | Driver's License State (0) | MS                                                                                                                           |                 |        |                |
|                                      |     |      | Driver's License # (0)     | 111-333-666                                                                                                                  |                 |        |                |
|                                      |     |      | Driver's License State (1) | AK                                                                                                                           |                 |        |                |

| Test Procedure: Instate Inquiry Only |        |          |                                                                             |                  |                                                                                                                                              |        |                                             |
|--------------------------------------|--------|----------|-----------------------------------------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------------------------------|
| Step                                 | Who    | When     | Procedure                                                                   |                  | Expected Result                                                                                                                              | Status | Action if Fail                              |
|                                      |        |          | <b>Field</b>                                                                | <b>Value</b>     |                                                                                                                                              |        |                                             |
|                                      |        |          | Driver's License # (1)                                                      | 222-333-666      |                                                                                                                                              |        |                                             |
|                                      |        |          | 2.707 Response Address                                                      | -                |                                                                                                                                              |        |                                             |
|                                      |        |          | Response Addressee                                                          | M Inc.           |                                                                                                                                              |        |                                             |
|                                      |        |          | Response Address 1                                                          | HQ               |                                                                                                                                              |        |                                             |
|                                      |        |          | Response Address 2                                                          | (no data)        |                                                                                                                                              |        |                                             |
|                                      |        |          | Response Address 3                                                          | London, VA 44444 |                                                                                                                                              |        |                                             |
|                                      |        |          | Response Phone #                                                            | 007-999-9999     |                                                                                                                                              |        |                                             |
| 4                                    | Vendor | Tenprint | Capture ten rolled fingerprints                                             |                  | Rolled prints are collected and the scanning station user interface functionality is acceptable to the TC                                    |        | Certification Testing Stops for CIC Station |
| 5                                    | Vendor | Tenprint | Correctly capture four plain impressions                                    |                  | Plain impressions are collected and the scanning station user interface functionality is acceptable to the TC                                |        | Certification Testing Stops for CIC Station |
| 6                                    | Vendor | Always   | Submit transaction                                                          |                  | MS Responses received                                                                                                                        |        | Certification Testing Stops for CIC Station |
| 7                                    | TC     | Always   | Use the MCHS Web application Prescreening Report to display the transaction |                  | Overall Transaction Status is Accepted. No errors reported.<br><br>View transaction and confirm Reason fingerprinted is Instate Inquiry Only |        | Certification Testing Stops for CIC Station |



| Test Procedure: Instate Inquiry Only |     |        |                                                                                                       |                                                                                                  |        |                                             |
|--------------------------------------|-----|--------|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|--------|---------------------------------------------|
| Step                                 | Who | When   | Procedure                                                                                             | Expected Result                                                                                  | Status | Action if Fail                              |
| 8                                    | TC  | Always | Click the " <a href="#">Workflow</a> " link on the Prescreening report to display the Workflow report | Transaction processed successfully by MBIS and no issues reported with quality of the biometrics |        | Certification Testing Stops for CIC Station |